# Océ TDS860

*User Manual*

# Océ-Technologies B.V.

This manual contains a functional and task-oriented description of the Océ TDS860 multifunctional digital system release 1.0.

## Trademarks

Products in this manual are referred to by their trade names. In most, if not all cases, these designations are claimed as trademarks or registered trademarks of their respective companies.

Adobe® PostScript® 3™/PDF

## Safety information

This manual contains the following safety information:
- Appendix B lists 'Instructions for safe use'. You are advised to read this information before you start to use the system. Appendix B includes technical safety information like safety data sheets.
- Where applicable, cautions and warnings are used throughout this manual to draw your attention to safety precautions which should be taken.

## Internet

Check Océ on the internet at www.oce.com for:
- the latest drivers
- the latest user manuals

## Copyright

US

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# Chapter 1
# Introduction

*This chapter contains a description of the main features, delivery options and software applications provided with the Océ TDS860.*

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# About this manual

This manual contains the following chapters

**Chapter 1: Introduction** contains a general introduction to the Océ TDS860 system, including a general description of the main features, delivery options and software applications provided with the system. Contains a description of how to turn the Océ TDS860 on and off.

**Chapter 2: Use the Océ TDS860 to print** contains a description of the actions that can be performed on the printer operator panel of the Océ TDS860.

**Chapter 3 Use the Océ TDS800 scanner to copy** contains a description of the actions that can be performed on the scanner operator panel of the Océ TDS800 scanner, including the basic copy functions that are available from the system.

**Chapter 4 Use the Océ TDS600 scanner to copy** contains a description of the actions that can be performed on the scanner operator panel of the Océ TDS600 scanner, including the basic copy functions that are available from the system.

**Chapter 5: Use the Océ TDS860 to scan-to-file** contains a description of how to scan originals to a file.

**Chapter 6: Special copy and scan jobs** contains a detailed description of special copy functions to be performed on the Océ TDS860.

**Chapter 7: Océ Power Logic®: Settings Editor** contains information about the Océ Settings Editor. For details about specific settings, refer to the Help on the Océ Settings Editor.

**Chapter 8: Océ Power Logic®: System Control Panel** contains a description of how to view the system status of the Océ TDS860.

**Chapter 9: Océ Power Logic®: Queue Manager** contains a description of how to view the Océ TDS860 print queue and how to abort the active print, how to delete and pause print jobs in the queue and how to restart jobs that are put on hold.

**Chapter 10: Océ Power Logic®: Remote Logic**  contains a description of the installation and the functionality of the Océ TDS860 remote controller applications.

**Chapter 11: Océ Account Center**  contains a description of how to manage the account information of the print, copy and scan-to-file jobs with Océ Account Logic and Océ Account Console.

**Chapter 12: The folder**  contains a description of the folder delivered as an optional with the Océ TDS860.

**Chapter 13: Media and supplies**  contains a description of regular maintenance tasks, such as loading paper, adding toner, and changing tape in the reinforcement unit.

**Chapter 14: Maintenance**  contains a description of how to clean the glass platen and the reference roller, and how to maintain the reinforcement unit.

**Chapter 15: Problem solving**  contains a description of the problems that may occur while using the Océ TDS860.

**Appendix A: Overview and tables**  contains an overview of the system, the operator panels, the product specifications for the Océ TDS860, a list of available material types and sizes, and a list of formats included in the paper series.

**Appendix B: Safety information**  contains the recommended weight limits, instructions for safe use, the available safety data sheets and the applicable ENERGY STAR® specifications.

**Appendix C: Miscellaneous**  contains the notation conventions, a reader's comment sheet and the addresses of local Océ organizations.

**Index**  indicates where you can find the most commonly used terms in the manual.

# The Océ TDS860

The Océ TDS860 is a wide format, black and white, high volume multifunctional system. The Océ TDS860 offers a broad range of print, copy, and scan-to-file functionality. The printer prints at a resolution of 400 dpi and is highly productive because of its Océ Copy Press technology. See 'Product specifications Océ TDS860' on page 296 for more information.

A complete Océ TDS860 system without options consists of the folowing modules.

- Océ TDS860 printer
- Océ TDS800 scanner, or
- Océ TDS600 scanner
- Océ Power Logic® Controller
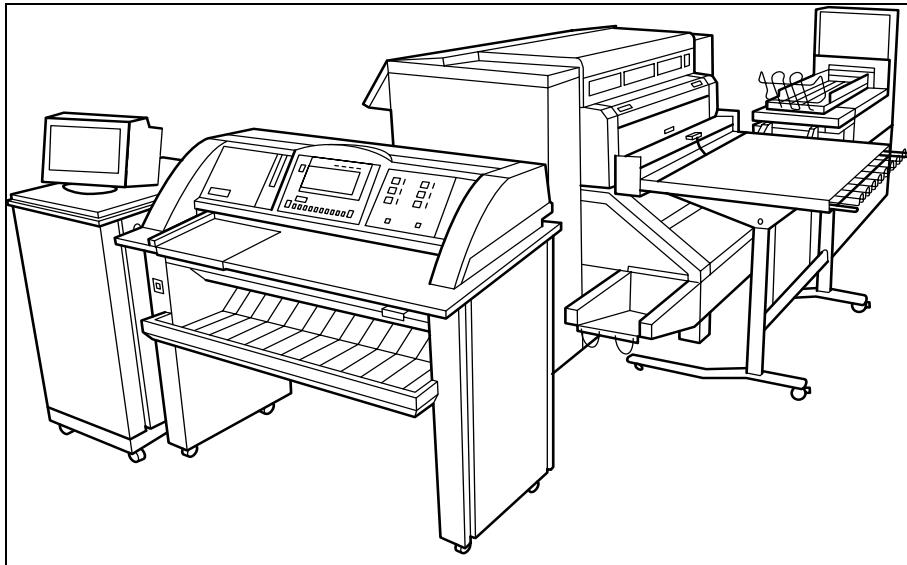


[1] Example: Océ TDS860 with Océ TDS800 scanner, Océ TDS800 belt and Océ TDS800 folder.

# Océ TDS860 key concepts

**Printer configuration**  The Océ TDS860 printer has up to six media rolls, one or more roll loaders and a horizontal delivery tray. A folder or an Océ Double Decker (Pro) stacker (see Océ TDS8x0 Addendum) is an optional feature.

**Copy functionality**  With the Océ TDS800 scanner or the Océ TDS600 scanner, a large number of copy activities can be performed. A wide variety of original- and copy-related settings are supported. Users can specify particular layout, media, finishing, feeding and quality enhancement options from the scanner operator panel. See 'Scanner operator panel' on page 47 for the Océ TDS800 scanner operator panel or 'Scanner operator panel' on page 75 for the Océ TDS600 scanner operator panel for more information.

**Océ Scan Logic®**  The Océ TDS860 offers full hybrid performance with it's optional scan-to-file functionality. Documents are scanned and then stored digitally. Ten customizable destinations are supported.

**Adobe® PostScript® 3**$^{TM}$**/PDF**  The Océ TDS860 fully supports Adobe® PostScript® 3$^{TM}$. For Japanese, 5 extra fonts are optional. They can be enabled with a password in the Océ Settings Editor.

**Network connectivity**  The Océ TDS860 supports a number of popular network protocols. This means that it can be used in multiple networking environments such as TCP/IP, NetBEUI, and Novell Pserver (IPX/SPX).

**Print and copy jobs**  Print and copy jobs are sent to the Océ TDS860 printer from a user application (print job) or from the scanner (copy job). Print and copy jobs can consist of several sets, which in turn can consist of several pages. Sorting of a print or copy job can take place based on sets or on pages.

**Processing sets**  The Océ TDS860 supports processing sets. This means that a job can consist of several files or originals. You can print or scan these files or originals multiple times and in sorted sets. The Océ TDS860 is equipped with 2 hard disks with a set memory for up to 2500 A0s. This allows for the creation of identical sets that are sorted either by page or by set. See also 'Make a set copy' on page 159.

**Océ Matrix logic®**  Océ Matrix Logic® is an Océ TDS860 option which allows you to form, in one single operation, different copy sets from one set of scanned originals using predefined settings. See 'Océ Matrix Logic® introduction' on page 160.

**Spool memory**  The Océ TDS860 contains a spool memory which provides a queuing system for documents you want to print or copy. The spool memory allows multiple users to send print and copy jobs to the Océ TDS860 at the same time. The print and copy jobs are then placed in the print queue where they wait to be printed. The job that is put into the queue first is printed first. The system can be set up to give priority to either print or copy jobs.

**Job recovery**  The Océ TDS860 is equipped with a job recovery function that safeguards users against data loss in case of a printer failure. After a restart, the data submitted to the printer before the crash is automatically processed and printed. This means that jobs do not have to be re-submitted after a printer malfunction. This saves valuable time for the users.

**Green key principle**  The Océ TDS860 is a very user-friendly system. The scanner in particular is very easy to operate. Basic copy jobs can be performed by simply pressing the green start key on the scanner operator panel. You have to change the default copy settings with the help of the other settings on the scanner operator panel only if you want to perform more complex copy jobs.

## User interaction

The user can communicate with the Océ TDS860 both local on the system and from remote locations:

**Operator panels**  The Océ TDS860 consists of two operator panels for making a wide variety of settings for printing and copying. See 'Printer operator panel' on page 34, 'Scanner operator panel' on page 47 and 'Scanner operator panel' on page 75 for more information.

**Controller applications**  The Océ TDS860 controller applications are used for making default key operator and system administrator settings (Océ Settings Editor). For viewing the status of the jobs in the print queue, you use the Océ Queue Manager. The Océ System Control Panel shows the status of the entire system.

**Océ Scan logic®**  With 'Océ Scan logic®' you can define all relevant settings for scan to file. See 'Océ Scan Logic®' on page 106 for more information.

**Océ Remote Logic®**  With the Océ Remote Logic® software you can perform the following actions from any PC connected to the network and with the Océ Remote Logic® software installed:

■ Remotely view system status (Océ System Control Panel).
■ Remotely manage print and copy jobs (Océ Queue Manager).
■ Remotely change settings (Océ Settings Editor).

**Printer drivers**  With the Océ TDS860 a number of printer drivers can be used, including a Windows® raster driver, AutoCAD® HDI drivers and a PostScript® driver. With these drivers, users in remote locations can print their files directly from their applications to the Océ TDS860. More information about installing, configuring and using drivers can be found in the documentation provided with the drivers. All Océ drivers can be freely downloaded from the Internet at www.oce.com.

**Océ Print Exec® Workgroup**  Océ Print Exec® Workgroup is optional software which allows you to create and send a set of files to the Océ TDS860. You can send jobs from your workstation using your web browser. See also 'Print with Océ Print Exec® Workgroup' on page 42.

**Océ Repro Desk®**  Océ Repro Desk® is a print management solution for sending print jobs from remote locations with pre-proofing on screen and for managing the printing process productively. See also 'Print with Océ Repro Desk' on page 44.

**Easy print submission through FTP**  The Océ TDS860 supports printing via FTP. You can print files via FTP from a command line prompt, an FTP application, or from an Internet browser. The following Internet browsers support drag and drop of files:

■ Netscape® Navigator 4.x
  Drag the jobs into the Jobs folder on the FTP site of your Océ TDS860. The jobs will appear in the print queue on the Océ Queue Manager.

The following Internet browsers support copy and paste of files:

■ Netscape® Navigator 4.x
■ Microsoft® Internet Explorer 5.5
Paste the jobs into the 'Jobs' folder on the FTP site of your Océ TDS860. The jobs appear in the print queue on the Océ Queue Manager.

# Océ TDS860 users

On the Océ TDS860 the following user types can be identified:

**System administrator** The Océ TDS860 system administrator is responsible for installing and configuring the Océ TDS860 in its environment. He defines the printer language settings, pen settings and Automatic Language Sensing (ALS) settings. The system administrator can also provide assistance to normal users who need to install the printer drivers on their workstations. Configuration information can be found in the Océ TDS860 Connectivity Manual provided with the Océ TDS860.

**Key operator** The Océ TDS860 key operator is responsible for the daily maintenance of the Océ TDS860. The key operator adds toner when necessary, loads media as needed and defines the default printer settings for recurring print jobs. Also, the key operator defines all time settings, such as panel time out and sleep mode time out. See 'Océ Power Logic®: Settings Editor' on page 173 for more information.

**Repro operator** The repro operator is responsible for the daily operations on the Océ TDS860. The Repro Operator settings are a subset of the Key Operator settings. The Repro Operator has no rights to change settings in the Océ Settings Editor. In the Océ Queue Manager and the Océ System Control Panel the repro operator has the same user rights as the Key Operator and System Administrator.

**Anonymous user** Typically, an anonymous user on the Océ TDS860 can be either a PC user who has remote access to the system through one or more drivers (Windows® raster driver, AutoCAD® ADI/HDI drivers or PostScript® driver) or Océ Remote logic® (Océ Queue Manager, Océ System Control Panel and Océ Settings Editor), or a user performing a copy job at the scanner. The anonymous user has no rights to change settings in the Océ Settings Editor or to change priorities in the print queue.

**Service operator** The Océ TDS860 service operator is responsible for installation and maintenance of the Océ TDS860.

# Océ TDS860 components

The Océ TDS860 is available as a digital network printer, or as a full combination with a scanner which can print, copy or scan to file.

These components, in combination with your network, Océ Print Exec® Workgroup or Océ Repro Desk® and one or more drivers (Windows® driver, AutoCAD® HDI or PostScript®), allow you to use the Océ TDS860 as your default enterprise print and copy solution.

See the Connectivity Manual for more details about network settings for the Océ TDS860 printer. You will find more information about installing, configuring and using drivers in the documentation provided with the drivers.

**Note:** *All drivers for the Océ TDS860 can be freely downloaded from the World Wide Web at www.oce.com.*

## Océ TDS860 printer

The Océ TDS860 printer has the ability to contain up to six rolls of media. In standard configuration the printer delivers your jobs on the output delivery tray.

The Océ TDS860 printer has the following optional features:
- 2, 4 or 6 paper rolls (1, 2 or 3 compartments)
- printing speed of 6, 8 or 10 A0/min
- a folder to fold the output
- a reinforcement unit to add a reinforcement strip to folded output
- a punch unit to make holes on one edge of the folded output
- a belt unit to deliver folded output nicely stacked for a longer period of time (useful for unattended printing). There are two types of optional belt units.
  1 short belt (capacity of 75 A0)
  1 or 2 extended belts (capacity of 170 A0 each)
- an Océ Double Decker (Pro) two-bin stacker for high capacity unfolded output

# Océ TDS800 scanner or Océ TDS600 scanner

You use the Océ TDS800 scanner or the Océ TDS600 scanner to copy or to scan to file.

The optional original delivery tray enables you to stack your originals behind the scanner.

# Océ TDS860 Power Logic® Controller

The Océ TDS860 is equipped with a Océ Power Logic® Controller which helps you to make optimum use of your system. On this Océ Power Logic® Controller a number of applications run which allow you to control your jobs, make your default job settings and monitor the system status. These applications include:

- Océ Queue Manager (QM)
- Océ System Control Panel (SCP)
- Océ Settings Editor (SE)
- Océ Scan Manager and Océ View Station LT (optional)
- Océ Remote Logic®, includes QM, SCP and SE on a remote workstation which connects to the Océ Power Logic® Controller. Océ Scan Manager and Océ View Station LT do not run on Océ Remote Logic®.

**Océ Queue Manager**  The Océ TDS860 Océ Queue Manager (QM) application provides you with a graphical representation of the print queue. It allows you to view the print queue and the status of the print and copy jobs as well as to manage the jobs in the queue. With the Océ Queue Manager you can:

- View the print queue.
- View the inbox queue
- View the history queue
- Abort the job currently being printed
- Give jobs a priority in the print queue
- Interrupt a running job with a print job
- Delete jobs in the print queue, inbox queue, and history queue
- Pause jobs in the print queue
- Restart previously paused jobs in the print queue
- Print jobs from the inbox queue
- Reprint jobs from the history queue

- Change number of sets for reprinting jobs from the history queue
- View the properties and progress of jobs in the print queue, inbox queue, and history queue.

See 'Managing print jobs' on page 201 for more information about the Océ Queue Manager.

**Océ System Control Panel**  The Océ System Control Panel (SCP) application provides you with status information about the printer. This includes:

- Status of the Océ TDS860 printer and scanner
- Set memory monitor to view the available disk space on the controller.
- Overview of the loaded media types and sizes.

See 'Océ Power Logic®: System Control Panel' on page 189 for more information about the Océ TDS860 System Control Panel.

**Océ Settings Editor**  The Océ Settings Editor consists of 2 sets of settings, the key operator settings and the system administrator settings.

The key operator settings allow the key operator to configure and set up job, printer, system and scanner specific settings. These settings include:

- Format options
- Editing options
- Media-related options
- Finishing options

See 'Océ Power Logic®: Settings Editor' on page 173 for more information about the Océ TDS860 Settings Editor application.

The system administrator settings allow the system administrator to configure and set up all aspects related to the infrastructure of the system. These settings include:

- Host information
- Network settings
- Pen settings
- Printer language settings
- General administrator settings

See 'Océ Power Logic®: Settings Editor' on page 173 for more information about the Océ TDS860 Settings Editor.

**Optional features:** you can order the following optional features for the Océ Power Logic® Controller:

■ Océ Scan Logic® consists of Océ Scan Manager and Océ View Station LT. With Océ Scan Logic® you can perform scan to file.

■ Océ Print Exec® Workgroup is a job submission application, which allows you to send print jobs to a destination device (Océ printer) from your web browser. For detailed information see 'Print with Océ Print Exec® Workgroup' on page 42.

■ Account Logic®.
Account Logic® is for accounting purposes, the Océ Power Logic® Controller is able to keep track of all your jobs. For each job the job info and the paper usage is stored.

■ Job templates
The job templates on the scanner operator panel give you direct access to five different sets of settings and views on the scanner functionality. You define the template settings in the Settings Editor. You select a template on the scanner operator panel by pressing one of the five function keys. The fifth template includes the most recently used settings on the scanner.

■ Adobe® PostScript® 3™/PDF

■ 5 additional Japanese fonts for Adobe® PostScript® 3™

■ Océ Matrix Logic®
Océ Matrix Logic® allows you to create, in one single operation, different copy sets from one set of scanned originals using predefined settings. See 'Océ Matrix Logic® introduction' on page 160.

■ Copy stamping
Copy stamping allows you to print a predefined text on all your copies (see 'Copy stamping' on page 70).

# Turn on and off the Océ TDS860

You must separately turn the Océ TDS860 printer, the Océ TDS800 scanner or the Océ TDS600 scanner and the Océ Power Logic® Controller on and off. You do not have to use a specific order in which you turn the components on and off.

Use the key switch on the printer and scanner to turn the printer and scanner on and off. Use the On / off button on the Océ Power Logic® Controller to turn the Océ Power Logic® Controller on and off.
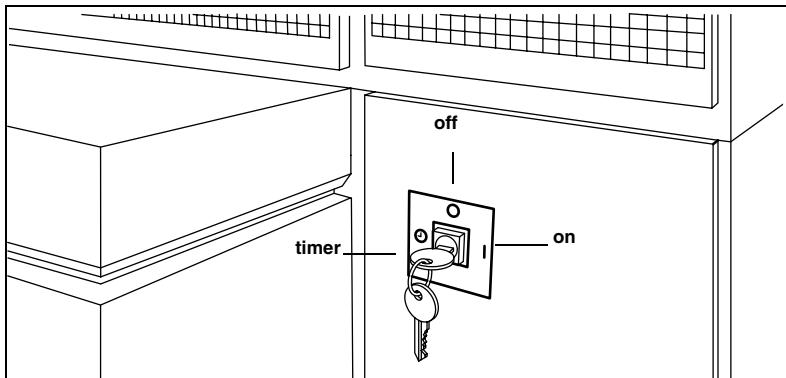


[2] Power switch with key in the timer position on the printer

▼ **Turn the Océ TDS860 printer on and off**

**1** Turn the key to the 'on' position (see figure 2).
The system takes about 20 minutes to warm up. When the system is warmed up, the message 'Ready to...' appears on the printer operator panel.

**2** Turn the key to the 'off' position (see figure 2).
**Note:** *Before you turn the printer off, make sure that the printer is not printing a job.*
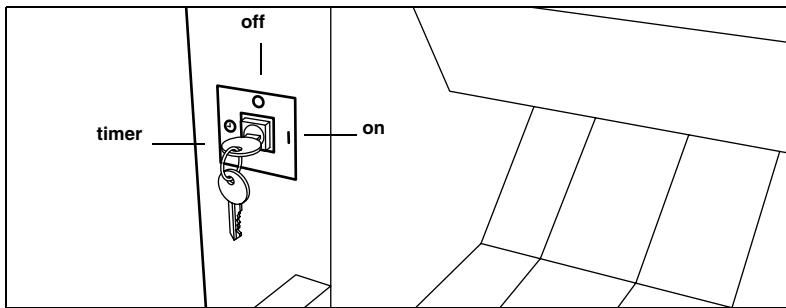


[3] Power switch with key in the timer position on the Océ TDS800 scanner

▼ **Turn the Océ TDS800 scanner on and off**

**1** Turn the key to the 'on' position (see figure 3)
After a few seconds the message 'Ready to print' appears on the scanner operator panel.

**2** Turn the key to the 'off' position (see figure 3).
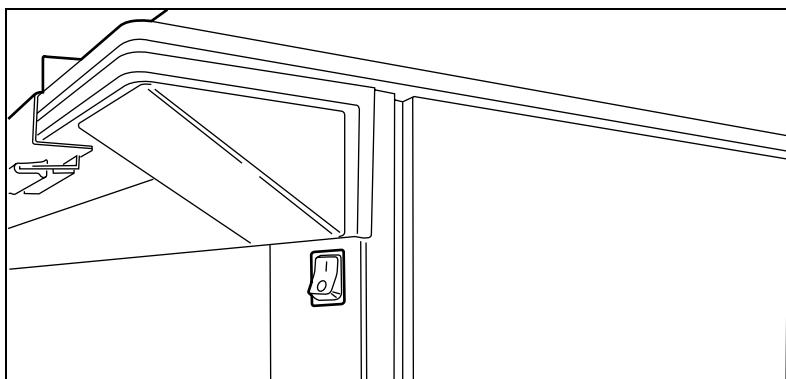


[4] On / off switch on the Océ TDS600 scanner

▼ **Turn the Océ TDS600 scanner on and off**

**1** Set the On / off switch at the front of the scanner to position '1'(see figure 4)
The green LED turns on.
The message 'Ready to scan' displays.

**2** Set the On / off switch at the front of the scanner to position '0'.
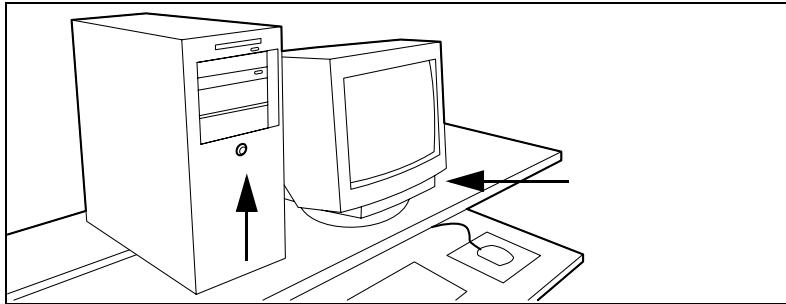


[5] Power button on the Océ Power Logic® Controller

▼ **Start up the Océ Power Logic Controller**

**1** Turn he controller and the screen on.
After the initial system test of the controller the applications, Océ Queue
Manager, Océ System Control Panel, Océ Settings Editor and Océ Scan
Manager are automatically started and the controller applications are ready for
operation.
**Note:** *The Océ Settings Editor is minimized to save screen estate.*

Take the following actions to turn the controller off:

▼ **Turn off the Océ Power Logic® Controller**

**1** Go to the Océ System Control Panel application.

**2** Select the 'Shutdown' option from the 'System' menu.

**3** Confirm shutdown by clicking on the 'Yes' button in the 'Shut down' window.
The system automatically performs the shutdown procedure for the controller.
Finally, the Windows 'Shutdown Computer' window displays, which informs
you that you can turn your computer off.
You can now restart the controller by pressing the 'Restart' button.
**Note:** *Wait at least 5 seconds before you restart the Océ TDS860.*

**4** Turn your computer and display off.

# Timers

The Océ TDS860 is standard equipped with a number of timers to save energy or to automatically turn the system off and on (to avoid an unproductive waiting period during warming up of the system). The timers can be configured in Océ Settings editor. See chapter 7, 'Océ Power Logic®: Settings Editor' on page 173 and the on-line help on the Océ Settings Editor for details. The Océ TDS860 has the following timers.

■ Low power mode timer
  This timer only works for the Océ TDS860 printer. After the time defined in the Océ Settings Editor, the printer uses a little less power and cools down slightly.
  **Note:** *You can disable the Low power mode timer in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).*

■ Sleep mode timer
  This timer works for both the Océ TDS860 printer and the Océ TDS800 scanner (*not* for the Océ TDS600 scanner). After the time defined in the Océ Settings Editor, the system receives a minimum of power to save on energy (see 'Find system settings in the Settings Editor' on page 187). The screens on the operator panels turn off. The printer cools down. When you press a key on either of the operator panels, the printer or scanner activates. The printer will need to warm up before becoming operational.

■ Shut off timer
  This timer works for both the Océ TDS860 printer and the Océ TDS800 scanner (*not* for the Océ TDS600 scanner). After the time defined in the Océ Settings Editor, the system will turn off entirely (see 'Find system settings in the Settings Editor' on page 187). This timer only works when the keys in the power switch on the Océ TDS860 printer and the Océ TDS800 scanner are set to the timer position.

■ Wake up timer
  This timer works for both the Océ TDS860 printer and the Océ TDS800 scanner (*not* for the Océ TDS600 scanner). At the time defined in the Océ Settings Editor, the system turns on automatically (see 'Find system settings in the Settings Editor' on page 187). This timer only works when the keys in the power switch on the Océ TDS860 printer and the Océ TDS800 scanner are set to the timer position.

Figure 6 on page 27 shows the flow of the timers under the following conditions:

- The system remains idle for the period defined in the Océ Settings Editor.
- Configure the timers in the Océ Settings Editor .
- The power switches on the Océ TDS860 printer and the Océ TDS800 scanner are set to the timer position (Shut off timer and Wake up timer only)

Under these conditions the timers work in a circular way. When you use this automatic flow of the Océ TDS860 timers, the system will be warmed up and ready for operation when you need it and will make economic use of power.
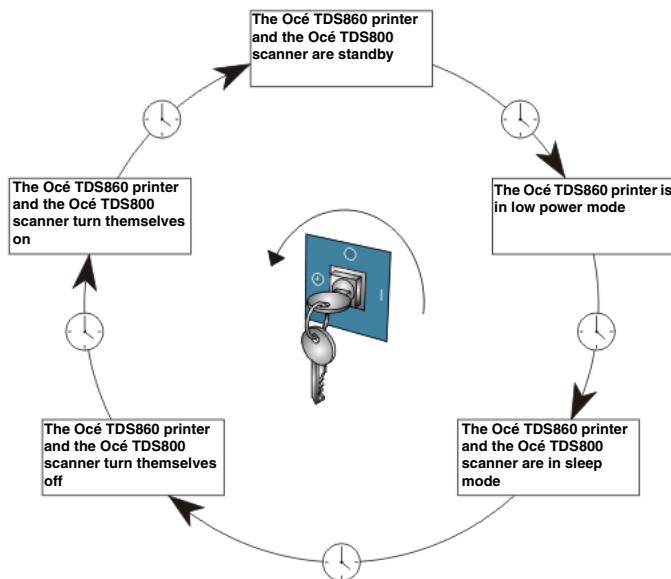


[6] The automatic flow of the Océ TDS860 timers.

▼ **How to configure the automatic shut off and wake up timers**

**1** Use the shut off time-out setting in the Océ Settings Editor to define after how many minutes of inactivity the printer and scanner turn off.

**2** Use the 'First working day' and 'Last working day' settings in the Océ Settings Editor to define on which days of the week the printer and scanner automatically wake up.

**3** Use the wake up 'Time' setting in the Océ Settings Editor to define the wake up time of the scanner and the printer on working days.

▼ **How to enable the automatic shut off and wake up timers on the printer and scanner**

**1** Turn the key to the 'off' position. See figure 2 on page 23 and figure 3 on page 24.
The Océ TDS860 turns off.

**2** Turn the key to the 'timer' position. See figure 2 on page 23 and figure 3 on page 24.
The Océ TDS860 turns on at the time and day defined in the Océ Settings Editor.

**Note:** *The timers must be enabled separately on both the Océ TDS800 scanner and the Océ TDS860 printer.*

Before you enable the timers, you must first turn the system off by turning the key to the 'Off' position. When you then turn the key to the 'timer' position, the system turns on. The system remains on during the defined time in the shut off time out setting in the Océ Settings Editor. The system remains off until the defined time in the wake up time setting in the Océ Settings Editor.

**Note:** *The timer settings are stored local on the printer and the scanner. When the controller is turned off, the timers still function as configured on the Océ Settings Editor.*

Before you enable the automatic shut off and wake-up timers, it is possible to force the system to turn off.

▼ **How to force turn off**

1 Turn the key to the 'off' position. See figure 2 on page 23 and figure 3 on page 24.
   The Océ TDS860 turns off.

2 Turn the key to the 'timer' position. See figure 2 on page 23 and figure 3 on page 24.

3 When the system wakes up, wait until the system starts warming up.
   Press any key on the operator panel to start warm up.

4 Turn the key to the 'off' position. See figure 2 on page 23 and figure 3 on page 24.
   The Océ TDS860 turns off.

5 Turn the key to the 'timer' position. See figure 2 on page 23 and figure 3 on page 24
   The Océ TDS860 remains turned off regardless of the timer settings defined in the Océ Settings Editor. The Océ TDS860 wakes up on the next working day at the time defined in the Océ Settings Editor.

# Chapter 2
# Using the Océ TDS860 to print

*This chapter contains a description of the Océ TDS860
printer function.*

# Before you begin

You must turn on both the Océ TDS860 printer and the Océ Power Logic®
Controller before you can print. See 'Turn on and off the Océ TDS860' on
page 23.

# How to print

See 'User interaction' on page 16 for information about how to print to the Océ TDS860.

# Printer operator panel

The printer operator panel consists of a number of keys and a graphical display (see figure 7). At the top of the panel is an attention light which starts flashing when operator intervention is required.
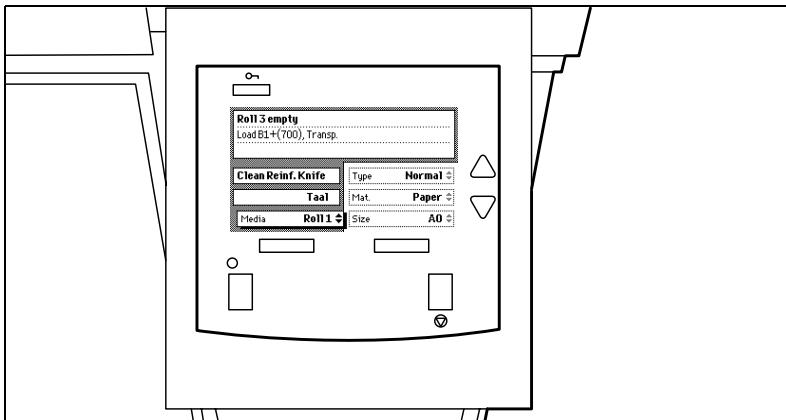


[7] Printer operator panel

## Select a language

On the operator panel of the Océ TDS860 Printer you can specify which language you want to use for displaying printer information, such as status and error messages.

By default, you can choose between two languages, which have been defined for your system by the key operator (see 'Find system settings in the Settings Editor' on page 187). The Océ TDS860 supports a total of 17 languages. See chapter 7, 'Océ Power Logic®: Settings Editor' on page 173 and the On-line Help on the Océ Settings Editor.

**Note:** *If the key operator has specified only one language, it will not be possible for you to choose. In that case the language option will not appear on the operator panel.*

▼        **Select a language**

**1** Press the 'On-line' key on the printer operator panel to put the printer Off-line.
The message 'Off-line' is displayed in the status window.

**2** Press the left selection key to shift the focus to the Language option.
A shadow effect is used to indicate that the focus is set to this option.

**3** Activate the Language option by pressing the right selection key.
The dotted line around the current selection is changed into an uninterrupted
line and the small selection triangles next to the specified language are no
longer dimmed.

**4** Use the arrow keys to switch between the predefined languages.

**5** The language specific elements on the display are immediately customized to
reflect your language choice. Only the indicator for the language itself, is in
the alternative language. This way you always know what your alternative
language is.

**6** Put the printer On-line again by pressing the 'On-line' key. The printer now
uses the selected language.

# Display

The graphical display offers feedback about the current printer status. It
provides you with the following information:

■ Status information (e.g. 'Preparing for run', 'Ready to print', 'Warming up').
During normal operation the following message types may appear:
Status / action message: indicates the actual status of the printer plus the
action to be taken, e.g. 'Roll empty. Feed A2, plain paper'.
Warning message: during a warning message the printer will continue to
operate, but it is possible that the print quality is not optimal, e.g. 'Fill E1
toner'.
A graphical overview of available rolls and manual feeds, including the
material type and size used by each roll or manual feed.

■ An indication that a particular roll is empty.
An empty roll is represented by a dotted roll symbol.

■ In the event of an error, a graphical representation of any error location
(cover or panel), together with instructions on how to solve the problem is
displayed.

# Counter

On the operator panel of the Océ TDS860 Printer a counter will be displayed that gives the user feedback about the progress of the job that is currently being printed. The counter, which is located at the bottom of the upper window on the operator panel, displays the number of sets and the pages printed. Counting starts at 1. The following options are available:

- When no sets are made, only the current page and the total number of pages are displayed (e.g. 'Page 3 of 5'). At the beginning of a job, when the system does not know the total number of pages yet, only the current page may be displayed (e.g. 'Page 5').
- With set input: set counter. In this case the counter shows the current, the total number of sets and the current page (e.g. 'Set 3 of 5, Page 10'). At the beginning of a job, when the system does not know the total number of sets yet, only the current set and page may be displayed (e.g. 'Set 2, Page 5').
- With set input: multiple sheet counter. In this case the counter shows the current page, the total number of pages and the current copy, e.g. 'Page 2 of 12, Copy 5'). At the beginning of a job, when the system does not know the total number of pages yet, only the current page and copy may be displayed (e.g. 'Page 2, Copy 5').
- With set input: Océ Matrix logic®. In this case the counter shows the current, the total number of sets and the current page (e.g. 'Set 3 of 5, Page 10'). At the beginning of a job, when the system does not know the total number of sets yet, only the current set and page may be displayed (e.g. 'Set 2, Page 5').

# Keys

With the keys on the operator panel you can make a number of settings for the Océ TDS860 Printer, such as the media type and size or the preferred language.

The following keys are available:

| Key types | |
|---|---|
| Key | Function |
| Selection keys | The selection keys are located immediately below the graphical display. The left key can be used to activate one of the main menu choices (Language, Folding or Media) on the left part of the display. Note: A shadow highlighting effect is used to indicate the active menu option. The right selection key can be used to activate the options on the right part of the graphical display. Note: To identify the active selection, the dotted line around this selection is changed into an uninterrupted line and the small selection triangles next to the specified option are no longer dimmed. These selection triangles indicate that you can select an option from a predefined list with the help of the arrow keys. |
| Arrow keys | These two triangular keys to the right of the graphical display are used to display the next or previous option from the selected menu choice and to select the desired option. |
| On-line key | By pressing the On-line key you can put the printer On-line or Off-line. If the green light above the On-line key is on, the printer is On-line; if this light is off, the printer is Off-line. |
| Stop key | The red Stop key is used to stop the present print job. After this key is pressed, a dialog is displayed asking for confirmation.<br><br>Note: The printing process does not stop instantaneously since a number of prints may already have been submitted to the printer after processing. The prints cannot be stopped. |
| Extra key | This key is reserved for future use. |

# Printer operator panel actions

On the Océ TDS860 printer operator panel you can perform a number of actions:

- Set the media type
- Set the media type for manual feed
- Set the media size
- Set a special media indication
- Stop a print job
- Select the preferred languages
- Clean the reinforcement knives

## Media types and sizes on the printer

One of the features of the Océ TDS860 printer is the automatic media change function. This function enables the printer to switch to another roll of the same media when there is not enough media on the current roll to finish the print run.

Specify media type and the media size after you load media, as described in 'Maintenance' on page 247. The Océ TDS860 supports both DIN and ANSI media formats.

See '' on page 301 for an overview of all materials that can be used on the Océ TDS860 Printer. See 'Overview of paper series' on page 307 for formats included in the paper series.

▼ **Set media type**

1 Press the 'On-line' key on the printer operator panel to put the printer Off-line. The message 'Off-line' is displayed in the status window.
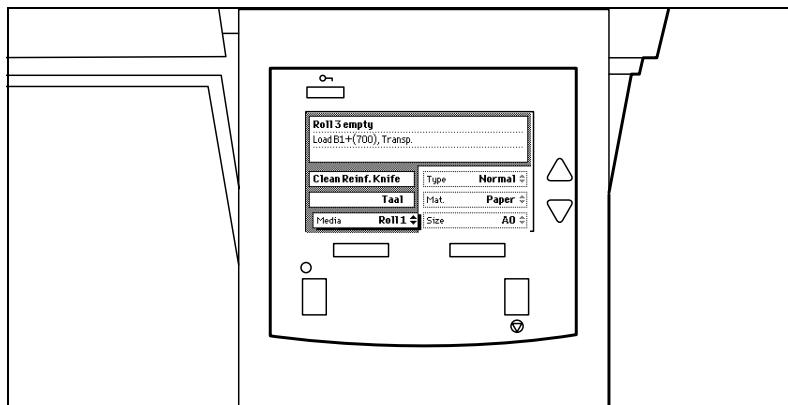


[8] The Printer Operator panel in Off-line mode

The focus shifts to the Media option (indicated by the shadow effect).

2 Use the arrow keys to select the roll or manual feed for which you have just loaded new media.

3 Press the right selection key to activate the Mat. (Material) option.
The dotted line around the current selection is changed into an uninterrupted line and the small selection triangles next to the specified material are no longer dimmed.

4 Use the arrow keys to select the material you just loaded.

5 Press the 'On-line' key to put the printer On-line again. The printer now knows which material is used for the specified roll or manual feed.

▼ **Set media type for manual feed**

1 Press the 'On-line' key on the printer operator panel to put the printer Off-line. The message 'Off-line' is displayed in the status window.

2 Press the left selection key to shift the focus to the Media option.
A shadow effect is used to indicate that the focus is set to this option.

3 Use the arrow keys to select the Manual option.

4 Press the right selection key to activate the Mat. (Material) option.
The dotted line around the current selection is changed into an uninterrupted line and the small selection triangles next to the specified material are no longer dimmed.

5 Use the arrow keys to select the material you just loaded.

6 Press the 'On-line' key to put the printer On-line again. The printer now knows which material is used for manual feed.

▼ **Set media size**

**1** Press the 'On-line' key on the printer operator panel to put the printer Off-line. The message 'Off-line' is displayed in the status window (see figure 8).

**2** Press the left selection key to shift the focus to the Media option. A shadow effect is used to indicate that the focus is set to this option.

**3** Use the arrow keys to select the roll or manual feed for which you have just loaded new media.

**4** Press the right selection key to activate the Size option. The dotted line around the current selection is changed into an uninterrupted line and the small selection triangles next to the specified size are no longer dimmed.

**5** Use the arrow keys to select the size for the media you just loaded. The printer shows both DIN and ANSI sizes. Select the correct format.

**6** Press the On-line key to put the printer On-line again. The printer now knows which media size is used for the specified roll or manual feed.

## Special media indication

On the Océ TDS860 Printer, you can attach a Special indication (exclamation mark:!) to a roll or manual feed which uses special media (for instance colored paper). This indication is used to identify the roll or manual feed to the printer. For this roll or manual feed the automatic media change option is disabled.

▼ **Set a special media indication**

**1** Press the 'On-line' key on the printer operator panel to put the printer Off-line. The message 'Off-line' is displayed in the status window (see Figure 8 on page 39).

**2** Press the left selection key to shift the focus to the Media option. A shadow effect is used to indicate that the focus is set to this option.

**3** Use the arrow keys to select the roll or manual feed for which you have just loaded special media.

**4** Press the right selection key to activate the 'Type' option. The dotted line around the current selection is changed into an uninterrupted line and the small selection triangles next to the specified type are no longer dimmed.

**5** Use the arrow keys to select the Special option for the specified roll or manual feed.

**6** Press the 'On-line' key to put the printer On-line again. The printer now knows that the specified roll or manual feed contains special material.

# Stopping a print job

The red 'Stop' key on the Océ TDS860 Printer operator panel interrupts the active print process. You can cancel or continue the current print job.

▼ **Cancel a print job**

1 Press the 'Stop' key.
A dialog is displayed informing you that you can press 'On-line' to continue or press the 'Stop' key to cancel the job.

2 Press the 'Stop' key again to cancel the current job.
**Note:** *Printing is stopped at the end of a page. Started prints are finished.*

▼ **Continue a print job**

1 Press the 'Stop' key.
A dialog is displayed informing you that you can press 'On-line' to continue or press the 'Stop' key to cancel the job.

2 Press the 'On-line' key to continue the current print job

# Print with Océ Print Exec® Workgroup

## Introduction

Océ Print Exec® Workgroup is an optional print job submission application which allows you to send print jobs to the Océ TDS860 through your web browser. Enable Océ Print Exec® Workgroup with a password in the Océ Settings Editor. Océ Print Exec® Workgroup allows you to do the following.

1 Select and collect the files to print (documents and drawings), in a print job.
2 Configure the print job.
3 Preview the files to print.
4 Submit the print job.
5 Check the print job and the printer configuration status.

## Options

Océ Print Exec® Workgroup has the following options.

- View status information about the printer configuration and available media.
- View status information of submitted print jobs in the historic queue.
- Set the document or drawing settings.
- Set the job settings for a print job.
- Add a settings configuration for a print job.
- Add a maximum of 100 documents or drawings to a print job.
- Add documents or drawings from the Océ Doc Exec® archive.
- Add a stamp to the document or drawing.
- Add a banner to the print job.
- Preview the document or drawing before you print.
- Save and retrieve print jobs.
- Submit print jobs to printer queue or inbox queue.
- Manage serveral print jobs.

# Connect to Océ Print Exec® Workgroup

**Requirements for the browser software and network.** ■

- Microsoft® Internet Explorer® 5.0 or higher versions, or
- Netscape Navigator® 6.0 or higher versions.
- TCP/IP network which connects the printer and the end user workstation.

▼ **How to connect to Océ Print Exec® Workgroup**

1 Enable Océ Print Exec® Workgroup in the Océ settings editor.
(see 'Find system settings in the Settings Editor' on page 187).

2 Enter the following link URL in you browser: http://printer name.
When you enter the URL for the first time, the required software is installed automatically at your workstation.

# The documentation set

The complete documentation set of Océ Print Exec® Workgroup includes the following.

- The Océ Print Exec® Workgroup user manual
- The on-line help files in the Océ Print Exec® Workgroup application.

# Print with Océ Repro Desk

## Introduction

Océ Repro Desk is the preferred print management solution for reprographers. Océ Repro Desk consists of the following two parts.

- Océ Repro Desk Remote software which facilitates the electronic submission of drawing files and print request from the clients to their reprographers.
- Océ Repro Desk Server which provides the reprographers with extensive print management and accounting functions to maximise the productivity of their print equipment assets.

## The documentation set

The complete documentation set of Océ Repro Desk includes the following.

- The Océ Repro Desk user manual
- The on-line help files in the Océ Repro Desk applications.

# Chapter 3
# Using the Océ TDS800 scanner to copy

*This chapter contains a description of the interface of the Océ TDS800 scanner and the copy functionality on its operator panel.*

# Before you begin

You must turn on both the Océ TDS800 scanner and the Océ Power Logic®
Controller before you can perform copy jobs. See 'Turn on and off the Océ
TDS860' on page 23.

# Scanner operator panel

Press the green Start key on the scanner operator panel to start the original transport on the scanner. To perform more complex copy jobs, change the default settings on the scanner operator panel.

The scanner operator panel is located above the original feed. As you can see in figure 9 on page 47. The panel consists of a display in the center surrounded by a number of function, section and 'Arrow' keys. To the left of the display, you can find the Stop and Job interrupt keys and below the display you can find the Start, Numeric and Correction keys.

This section consists of two parts. The first part explains the basic use of the keys. The second part deals with special use of the display. It describes how to use the soft keys above and along the sides of the display to define your copy settings.
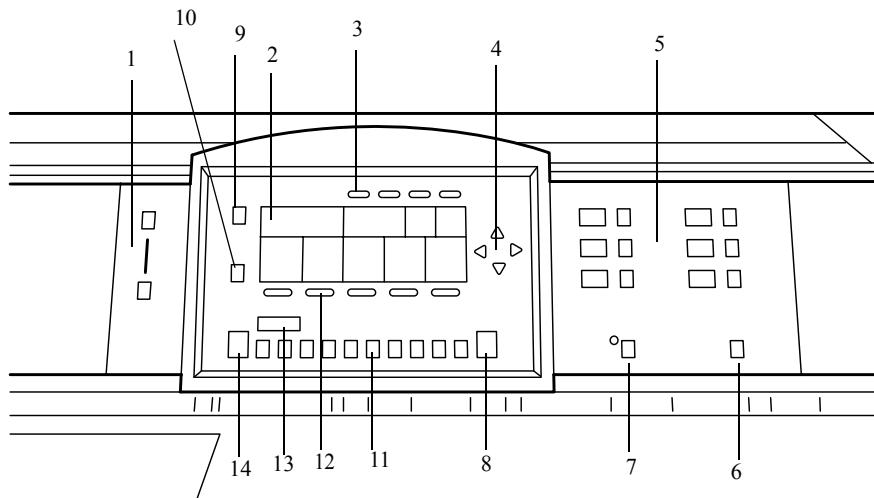


[9] Scanner operator panel

1  The exposure control
2  The display
3  The Section keys
4  The Arrow keys
5  The Media selection keys
6  The Manual feed key
7  The Auto roll key
8  The Correction key
9  The Stop key
10  The Job interrupt key
11  The Numeric keys
12  The Function keys
13  The numeric display
14  The Start key

**Exposure control**  The exposure control is located on the left side of the operator panel. The scale displays the current exposure rate. Control the exposure with the keys. Push the 'down' button to make the output darker. Push the 'up' button to make the output lighter.

**The Media selection keys**  There are 6 Media selection keys, one for each roll. Press the Media selection key to select the roll with the required format and media type.

**The Manual feed key**  If you want to copy on a material type or size that is not available in one of the roll compartments, press the manual feed key. The key is located on the right section of the operator panel.

**The Auto roll key**  If you select auto roll, the Océ TDS860 will try to use a roll format that matches the original size. After inserting the original, the roll that is used is indicated on the operator panel.

When auto roll is selected, the Océ TDS860 will look for a matching roll of the 'Standard' copy material. If such a roll is not found, it will try to find a matching roll of another type of material. The Key Operator can define the 'Standard' copy material.

When automatic zoom is selected on the display of the operator panel, together with auto roll, the size of the matching roll does not necessarily have to be the same as the size of the original.

**The Correction key**  The orange key marked with C is located at the bottom of the central section of the operator panel. Press the Correction key one time to reset the selected setting to its default value. Press the Correction key two times to reset the numeric display to '1'. Press the Correction key three times to return to the first screen on the display.

**The Stop key**  Press this red key to Stop the job. For more information see 'Stopping a job' on page 68.

**The job interrupt key**  You use the Job interrupt key to set high priority to your copy job and to interrupt the printing of a running print or copy job. Determine the high priority of your copy job with the Job interrupt key before you scan your originals. The job is placed on top of the printing queue in the queue manager. The interrupt job will start running directly after the current printing page is completed.

**The Numeric keys**  The keys with numbers on the lower part of the middle operator panel are used to specify numbers. Values you can set with the numeric keys include: the number of copies or sets up to a maximum of 999, zoom factor, user id, and account id.

**The 'numeric display**  Displays the number of sets or copies set with the numeric keys.

**The Start key**  Use the green Start key to start the feeding of the original, to restart the scan process, or for other purposes such as to mark the end of a set.

# Section, Function and Arrow keys

Apart from the above-mentioned keys, the operator panel of the Océ TDS800 scanner contains a number of other keys. These include:

■ Section keys
■ Function keys
■ 'Arrow' keys.

The Section keys are the four keys located above the display. These keys provide access to the 'Custom', 'Original', 'Print' and 'File' sections on the display.

Each section contains several function cards. These can be accessed with the help of the Function key farthest to the left.

The five "Function' keys below the display allow you to select functions or subfunctions within a card.

Finally, the 'Arrow' keys can be used like the Numeric keys to define numeric settings. The 'Arrow' keys can be used to increase or decrease the active value by 1; the left 'Arrow' and right 'Arrow' keys can be used to increase or decrease the active value by 10. Exception to this rule is the selection of zoom values. Here, the left 'Arrow' key can be used to browse through the predefined reduction steps and the right 'Arrow' key to browse through the predefined enlargement steps.

The 'Arrow' keys are also used for selecting subfunctions.

# Preference section

When the job templates are enabled, the 'Preference' section (see figure 10) allows you to do the following.

■ Select the default language for the operator panel
Use the 'Language' function key to select the language. Press the 'Preference' section key again to activate the selection.

■ Select the start screen of the scanner operator panel
Use the 'start screen' function key to select the 'Custom card' section or the 'Templates' section. Press the 'Preference' section key again to activate the selection.
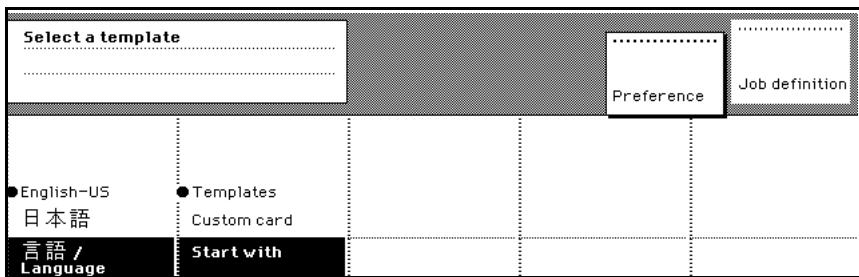


[10] The 'Preference' section

The selected start screen of the scanner operator panel is default visible in the following situations.

■ When the scanner is started or restarted
■ When the time-out period of the scanner operator panel expires
■ When you press the correction key three times.

# Custom card start screen

Select the 'Custom' start screen (see figure 11) in the following situations.

■ If the scanner is used by unexperienced users often
■ If you must perform many different scan and copy jobs with different settings.

In the 'Custom' start screen you can press the green start key to start the original transport immediately.
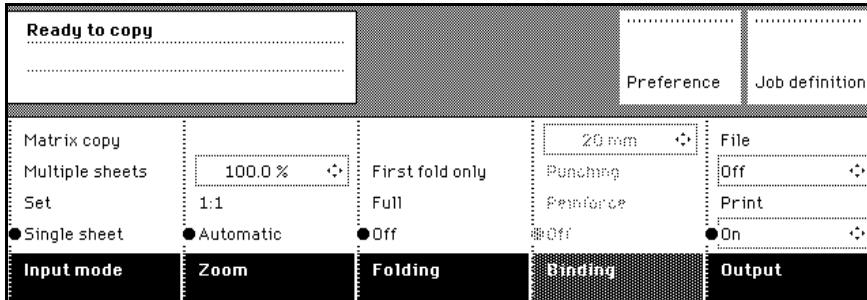


[11] Operator panel view with "Custom" card selection on the Océ TDS800 scanner

**Note:** *The 'Custom' start screen is the 'Custom card' of template 1. The key operator defines the contents in the Océ Settings Editor at the Power Logic controller.*

# Templates start screen

Select the 'Templates' start screen (see figure 12 on page 53) in the following situations.

■ if the scanner is used by experienced users often
■ if you must perform many scan and copy jobs with similar settings.

In the 'Templates' start screen first select a template and then start the original transport with the green start key. To display the 'Templates' section immediately, press 'Job definition'.

# Sections on the display of the scanner operator panel

When the job templates are enabled, the scanner operator panel displays the templates (see figure 12). You need to select a template before the sections will display.



[12] The job templates at the bottom of the scanner operator panel.

When you select a job template (or when the job templates are disabled) the scanner operator panel displays the following sections with an active 'Custom' section.

- The 'Custom' section which provides direct access to frequently used settings, defined by the customer.
- The 'Original' section which provides access to the settings of the scanner input, the original.
- The 'Print' section which provides access to the settings of the printer output, the print.
- The 'File' section which provides access to the settings of the scan-to-file output, the file.

# Custom section

The 'Custom' section contains the frequently used settings. Figure 13 on page 54 shows an example for users that use the scan-to-file-option often.
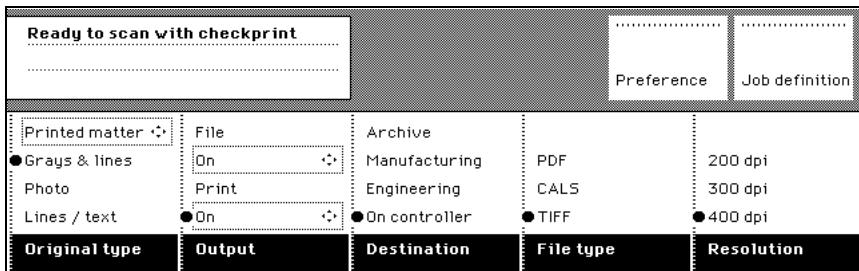


[13] Example 'Custom' section (scan-to-file)

The key operator defines the contents in the Océ Settings Editor on the Océ Power Logic controller (see 'Define the contents of the custom card' on page 184).
Figure 14 shows an example of a custom section for users that often use different kinds of finishing.
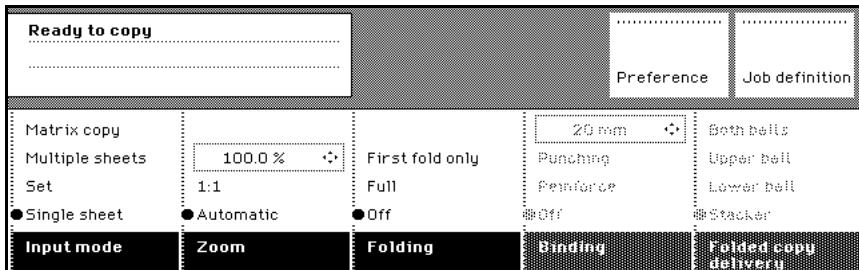


[14] Example 'Custom' section (finishing)

# Original section

The 'Original' section contains all settings for the scanner input, the original (see Figure 15 on page 55). The settings are divided over the following cards.
- Scanner
- Image
- Sheet
- Feeding
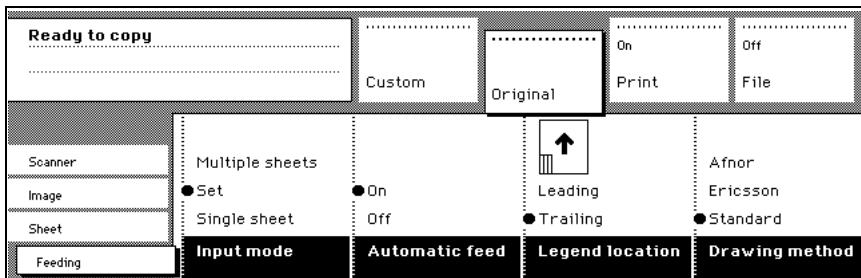


[15] The cards of the 'Original' section at the left side with an active 'Feeding' card

# Print section

The 'Print' section contains all settings for the printer output, the print (see Figure 16 on page 55). The settings are divided over the following cards.
- Image
- Layout
- Finishing
- Sheet
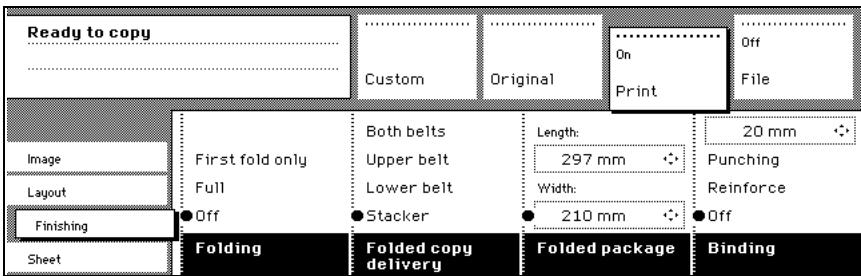


[16] The cards of the 'Print' section at the left side with an active 'Finishing' card.

# File section

The 'File' section contains all settings for the scan-to-file output, the file (see Figure 17 on page 56). The 'File' section is only available if you have the scan-to-file option installed (see chapter 5, 'Using the Océ TDS860 to scan-to-file' on page 103).
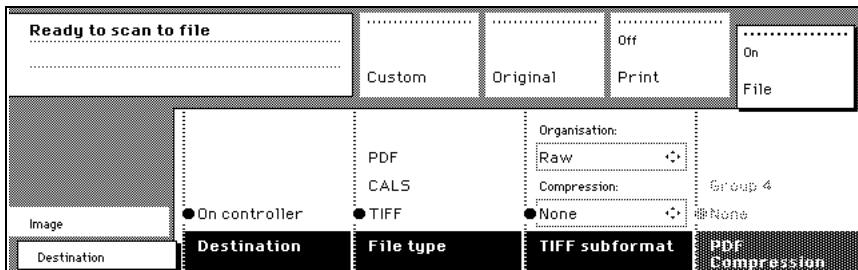


[17] The cards of the 'File' section at the left side with an active 'Destination' card.

# Job templates

A job template contains direct access to five settings for fast selection or verification. It also contains the default settings for a certain job. Figure 12 on page 53 shows an example with the following job templates.

- Template 1
- Template 2
- Template 3
- Template 4
- Last used

The key operator defines the settings in the Océ Settings Editor on the Océ Power Logic controller (see 'Define the job templates' on page 185). The key operator can change the job template names, except for 'Last used', for example into the following job template names.

- Single copy
- Set copy
- Matrix copy
- Scan-to-file
- Last used

When you select the 'Last used' job template, you recall all settings from the previous job. You can change the settings or do the same job again. The 'Last used' job template does not display when you turn on the scanner.

After you select a template, the sections display. The sections provide access to the settings for the scanner input, the printer output and the scan-to-file output (see 'Sections on the display of the scanner operator panel' on page 53). Use the Custom Card here to provide access to frequently used settings referred to the type of job.

# Change the operator panel language

It is possible to change the operator panel language. You can choose between two preferred languages. Define the first and second language on the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187). The Océ TDS860 supports a total of 17 languages. See chapter 7, 'Océ Power Logic®: Settings Editor' on page 173 and the On-line Help on the Océ Settings Editor.

▼ **How to select a language**

1 Open the 'Scanner' card in the 'Original' section.
2 Press the 'Language' function key to set the needed language.

# Settings on the Océ TDS800 scanner operator panel

When job templates are enabled in the Océ Settings Editor, the job templates are displayed on start-up of the Océ TDS800 scanner (see Figure 12 on page 53). When job templates are not enabled in the Océ Settings Editor, the 'Custom' section is displayed on start up (see Figure 13 on page 54).

**The custom section**  gives access to the settings you defined in Océ Settings Editor. This contains a number of settings which are direct accessible. The key operator defines the custom section in the Océ Settings Editor

▼ **How to make settings**

1 Select a template (only applies when job templates on the scanner operator panel are enabled in the Océ Settings Editor).
2 Press one of the Section keys to activate the desired menu.
   **Note:** *The active menu is slightly moved downwards to visually separate it from the other menus. Apart from that, a shadow highlighting effect is used for extra highlighting.*
3 Press the Selection key to select the appropriate card. You can switch cards (from bottom to top) by pressing the key again.
   **Note:** *Here, too, the active card is visually separated from the other cards and given a shadow highlighting effect for extra highlighting.*

**4** Select the desired function values in one of the following ways:
- Simple (non-numeric) selection: press the Function key to activate the desired (non-numeric) value. The selected value is preceded by a '●' symbol.
- Long list selection: if you want to select a value from a list of options that cannot be fully displayed on the panel, you first activate the selection triangles next to the specified option (the dotted line around this selection is changed into an uninterrupted line and the selection triangles are no longer dimmed), which indicate that there are additional options available and then select one of the non-displayed values with the 'Arrow' keys. The 'Original type' setting demonstrated in figure 15 on page 55 is an example of this.
- Numeric selection: activate the selection triangles and select the desired value with the 'Arrow' keys or with the numeric keys.

Also a combination of simple selection and numeric selection is possible.

▼　　　　**The Correction key**

use the Correction key to do the following:

**1** Press the Correction key one time to return to the default value of the active setting.
**2** Press the Correction key two times to set the numeric display to 1.
**3** Press the Correction key three times to return to the top layer of the Scanner Operator Panel. When job templates are enabled in the Océ Settings Editor, the top layer shows the job templates. When job templates are not enabled in the Océ Settings Editor, the top layer shows the 'Custom' section.

When 'Automatic feed' is selected for a single sheet job, this setting stays active.

Job interrupt only stays active for one job. You have to press the Job interrupt key before each new job you want to give interrupt priority.

The Scanner Operator Panel will automatically return to the top layer and the default settings after the time defined in the 'Panel Time-out' setting in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

# Perform basic copy jobs

You perform a number of basic tasks on the Océ TDS800 scanner operator panel. These include:
- Make copies
- Select the required media
- Select the input mode
- Specify the zoom factor
- Define settings for the next original
- Account logging
- Using the manual feed for copy jobs
- Define delivery of copies
- Stop a job
- Interrupt a job
- Copy stamping

# Make copies

**1** Place your original face-up, left aligned along the original guide. Keep the legend at your left hand side.
**Note:** *When you feed the original, keep it in place until it is transported (about 1 cm) into the machine.*
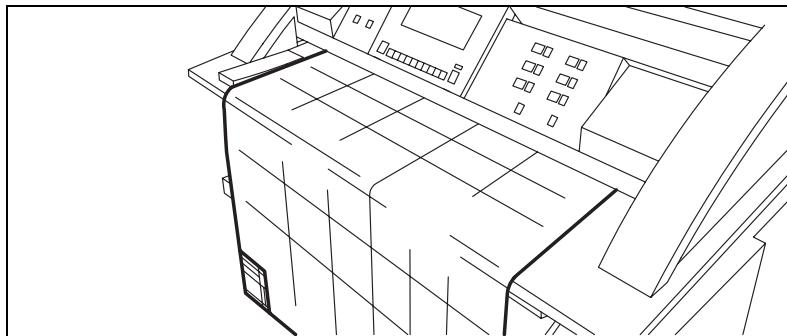


[18] Insert the original

**2** Specify the number of copies using the numeric keys.
**3** Specify the 'Paper series' on the 'Sheet' card in the 'Original' section.
**4** Specify the desired media on the operator panel.
If you select 'Automatic' the Océ TDS860 will try to use a roll format that matches the specified size.
Select a specific roll to use the media you want.
If you select 'Automatic', the Océ TDS860 will use a zoom factor that is needed to obtain a copy without loss of information. After inserting the original, the zoom factor that is used is indicated by the '●' symbol.
**Note:** *The zoom factor is based on the selected media size.*
**5** Specify the desired brightness on the operator panel.
You can use the 'Brightness' setting to correct for a lighter or darker original.
**6** Specify a reduction or enlargement factor on the operator panel by using the 'Zoom' function.
**7** Specify folding options on the operator panel.
If the optional folder is installed, you can use the 'Folding' settings to get a neatly folded copy.
**8** Press the green start key to start the copy job.
Your original will be fed into the scanner. The printer starts.
**9** Collect your output.
Your copy will be delivered on the selected output unit of the print engine.

# Select the required media

The 'Media' setting can be used to select media and format. The display will show you what media rolls are currently loaded. If you select 'Automatic', the Océ TDS860 will try to use a roll that matches the original size. After inserting the original, the roll that is used is indicated by a LED that is on.

**Note:** *The LED remains on until a new original is inserted.*

Select the media type and paper series on the scanner operator panel. First select the paper series, then select the media size. Only the media in the defined paper series are available.

(see table on page 307).

**Attention:** *Selecting another paper series than is actually loaded on the printer can cause information loss on the output.*

▼   **Select the paper series**
1   Select the 'Sheet' card in the 'Original' section
2   Select the required paper series with the 'Paper series' function key
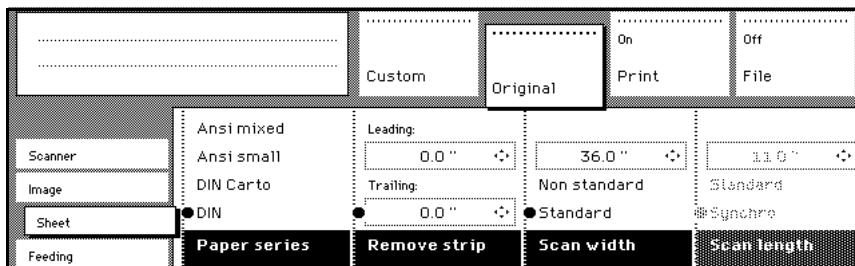

[19] Select the required paper series

▼   **Selecting the required media**
1   Select the one of the six rolls on the scanner operator panel.
    The corresponding LED turns on.

# Select the input mode

You can use the 'Input mode' setting to specify how a job will be sorted: the 'Single sheet' option treats each sheet as a separate job. 'Multiple sheets' produces the specified number of copies for each sheet in a job and then continues with the next sheet. Graphically this looks as follows:

| 1 | 1 | 1 | | 2 | 2 | 2 | | 3 | 3 | 3 | | 4 | 4 | 4 |

[20] The principle of 'Multiple sheets'

'Set' produces one copy for each sheet in a set and then continues with the next copy of the entire set, as follows:

| 1 | 2 | 3 | | 1 | 2 | 3 | | 1 | 2 | 3 | | 1 | 2 | 3 |

[21] The principle of 'Set'

See 'Make a set copy' on page 159.

The input mode Matrix copy enables you to create several print jobs out of one scanned set. See chapter , 'Océ Matrix Logic® introduction' on page 160.

The current input mode can be closed by pressing the Stop key.

The currently selected input mode is indicated by the '●' symbol.

▼ **Select the input mode**

1 Select the 'Feeding' card in the 'Original' section.
2 Select the input mode with the 'Input mode' function key.
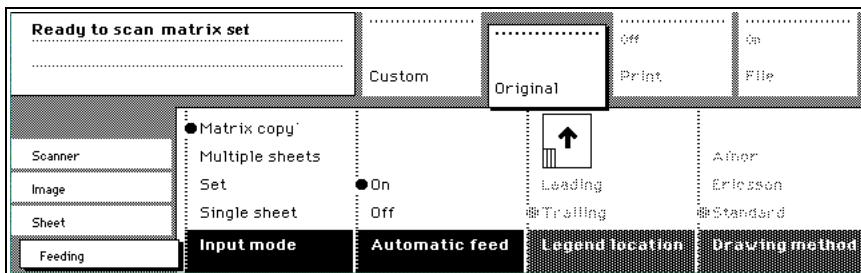


[22] Select the input mode

**Note:** *You can also select the input mode from the 'Custom' section (if this setting has been defined for this).*

# Specify the zoom factor

You can use the 'Zoom' setting to select a zoom factor.

▼ **Selecting the zoom factor**

1 Select the 'Image' card in the 'Print' section.
2 Select Automatic, 1:1, or set the zoom factor on the display of the operator panel

- Automatic zoom selection: the system automatically calculates the zoom ratio based on the original size and the output media size
- 1:1: Results in an image that is exactly the same size as the original.
- Set the zoom factor on the display of the operator panel:
  Use the 'Arrow' keys on the right of the display (see Figure 9 on page 47). If you press one of the vertical keys, the zoom factor will increase or decrease with steps of 0.1%. If you press one of the horizontal keys, the zoom factor will increase or decrease with the steps predefined in the Océ Settings editor by the key operator (see 'Find system settings in the Settings Editor' on page 187).
  Use the numeric keys at the bottom of the operator panel. You can specify the exact zoom factor with 0.1% increments.
  For example, if you want to specify a zoom factor of 25.4%, you type 254. If you want to specify a zoom factor of 254%, you type 2540.
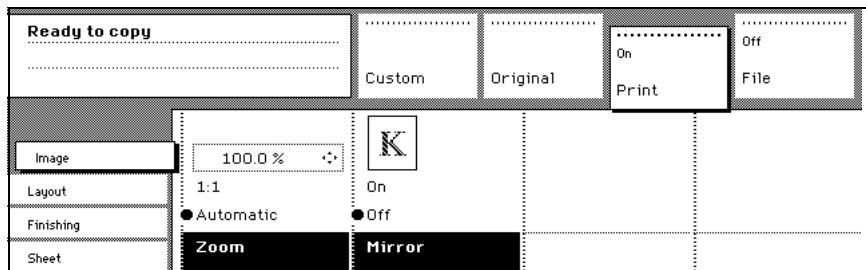


[23] Selecting the zoom factor

**Note:** *You can also select the zoom factor from the 'Custom' section (if this setting has been defined for this).*

# Define settings for the next original

You can define the settings for each original you want to copy. When 'Automatic feed' is enabled, you should bear in mind that the original is automatically pulled into the scanner. If you want to be absolutely sure about the settings that belong to an original, insert an original when the settings are correct.

**Note:** *You can turn off Automatic feed on the scanner. This offers you the possibility to change the settings for the next original, even if you already put the original in place on the scanner feed table.*

▼      **Define settings for the next copy job**

1 Select all settings required for the next original.
2 Insert the next original.
  If 'Automatic feed' is off, press the start key.
  If 'Automatic feed' is on, the original is fed automatically.
  **Note:** *You can enable or disable this function from the 'Scanner' card in the 'Original' section.*

# Account logic

For accounting purposes, the system is able to log job information for each job. The job identification attributes and the number of print jobs are logged in the account file. For more information about account logic, see chapter 11 on page 219.

**Note:** *The account settings are only available if the accounting option is enabled in the system configuration.*

| Ready to copy | | Custom | Original | On | Print | Off | File |
|---|---|---|---|---|---|---|---|

| Scanner | User ID | | | |
| Image | 0 | | | |
| Sheet | Account ID | | | |
| Feeding | ● 0 | | | |
| | **Account** | | | |
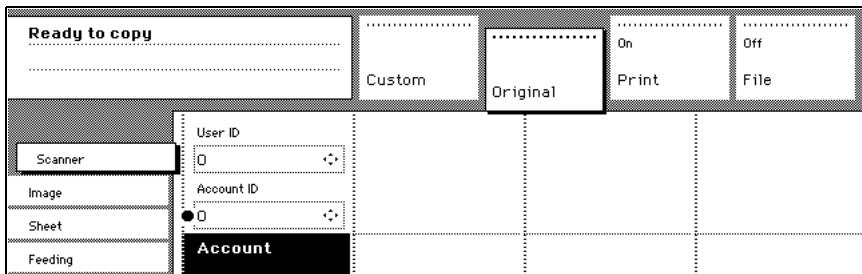
[24] Accounting function

▼ **Select accounting**

1 Open the 'Scanner' card in the 'Original' section.
2 Select 'Account id' or 'User id' with the section key.
3 Set the needed 'Account id' or 'User id' with the 'Arrow' keys.

# Using the manual feed for copy jobs

If you want to copy a job on a media type or size that is not available on one of the media rolls, it can be convenient to manually feed cut sheets instead of switching media rolls. The manual feed is a special slot just above the roll drawers on the print engine. You can insert pre-cut copy material into this slot, one sheet at a time.

**Note:** *Only use media as specified in '' on page 301.*

▼ **Copying on pre-cut sheets**

1 Press the Manual feed key on the Scanner.
2 Select any other required settings.
3 Enter the number of copies using the numeric keys.
4 Feed the original. The printer display looks as follows:

```
┌─────────────────────────────────────────────┐
║ Waiting for manual feed                       ║
║ Job "TRANSLATION TEST"                         ║
║ Feed A1 portrait, Paper                        ║
║                                                ║
║  ⊙1 A0  Paper       ⊙2 34" Transparent !      ║
║  ⊙3 B1  Film !      ⊙4 8.5" Vellum !          ║
║  ⊙5 B2  Film        ⊙6 B4  Paper !            ║
└─────────────────────────────────────────────┘
```
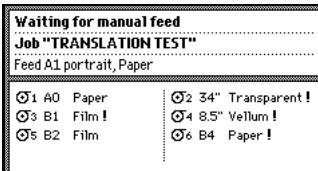
[25] The printer operator panel with manual feed message

5 Press the start key.
6 Take your sheet of copy material to the side of the printer engine that contains the Manual feed.
7 Use both hands to align the copy material in accordance with the format indication and the sticker on the manual feed table.
8 Move the copy material forward in the nip of the roller. This must cause an ample paper bulge over the full width of the page.
9 Hold the paper with both hands until the engine pulls in the first part of the sheet.
The bulge will be reduced or it will disappear. A few seconds later the complete sheet will be pulled into the printer.
**Note:** *If the copy job requires more sheets, the display will ask you to feed the next sheet.*
10 Repeat steps 7 to 11 to complete the job.
11 Collect your output.

## Stopping a job

Pressing the Stop key interrupts the original transport.

▼ **How to stop a job**

1 Press the Stop key.
The original transport is now stopped and you are prompted to open the scanner cover in order to remove the original.
2 Open the cover.
3 Remove the original.
4 Close the cover.
You are now ready to start the next copy job.

# Interrupt a job

Press the Job interrupt key on the scanner operator panel to give extra priority to a copy job. When you press the Job interrupt key your copy job will be placed on top of the printing queue. When you select Job interrupt a message appears on the scanner panel display (see 'Feedback on the scanner panel display when Job interrupt is selected.' on page 69).
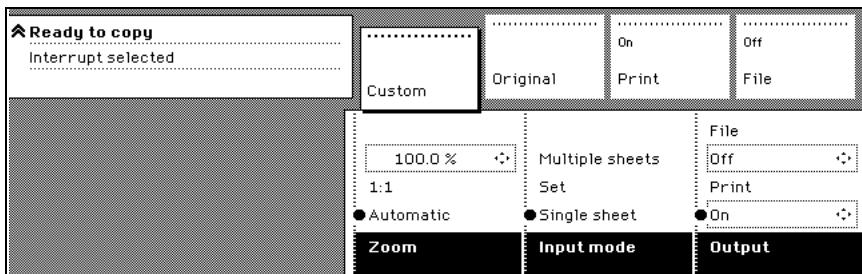


[26] Feedback on the scanner panel display when Job interrupt is selected.

The print process will be interrupted after the current page is printed. The transport of originals on the scanner will not be interrupted.

▼ **How to interrupt a job**

1 Press the Job interrupt key on the Scanner operator panel.
The printer interrupts the active job and stops after the current page is printed.
The Océ Queue Manager displays the interrupt job in the print queue at the active job position .
The Océ Queue Manager displays the interrupted job with the icon 📇 .
The Océ Queue Manager displays the interrupt job with the icon ⌃ .
The Océ Queue Manager changes the exit interrupt button from gray into colored and changes this button into the active condition.
2 Make copies (see 'Make copies' on page 61).
3 Press the Job interrupt key again to do another interrupt job.
Press the Exit interrupt button at the Océ Queue Manager to continue with the interrupted job and collect the output at a later time.
Collect the output and press the Exit interrupt button at the Océ Queue Manager to continue with the interrupted job.

**Managing interrupt jobs in the Océ Queue Manager**

There can be several new jobs in the queue during Job interrupt. They are put in a First In First Out sequence. In the Océ Queue Manager you can manage interrupt jobs in following way:

■ An interrupt job can be cancelled in Océ Queue Manager.
■ An interrupt job can be put on hold. An interrupt job will lose its priority position in the queue when put on hold.
■ When there are more interrupt jobs, an interrupt job can be moved to the top of the printing queue.
■ When job interrupt is enabled on the scanner operator panel, you must use 'Exit interrupt' button on the toolbar to continue the normal, interrupted jobs.

▼ **Continue interrupted jobs**
1 Press the 'Exit interrupt' button in the Océ Queue Manager
   The system continues the interrupted jobs after the interrupt jobs are completed.

# Copy stamping

Copy stamping is an Océ TDS860 option which allows you to print a predefined text on all your copies. Enable copy stamping with a password in the Océ Setting Editor. The key operator can predefine a maximum of 50 stamps in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

You can select one stamp per original and you can select a color, font size or position. A stamp can consist of the following parts:

■ predefined text
■ date
■ time

▼ **How to select a stamp**
1 Open the 'Stamping' card in the 'Print' section.
2 Select stamp 'On' with the 'Enable' function key.
3 Select a stamp with the 'Select stamp' function key.

**Note:** *the following steps are optional.*

**4** Select a 'Color' with the 'Format stamp' function key and the arrow keys.

**5** Select a 'Size' with the 'Format stamp' function key and the arrow keys.

**6** Select a position with the 'Stamp position' function key and the arrow keys.

# Chapter 4
# Using the Océ TDS600 scanner to copy

*This chapter contains a short description of the interface of the Océ TDS600 scanner and the copy functionality on its operator panel.*

# Before you begin

**Note:** You must turn on both the Océ TDS600 scanner and the Océ Power Logic® Controller before you can perform copy jobs. See *'Turn on and off the Océ TDS860' on page 23.*

# Scanner operator panel

The Océ TDS860 is a very user-friendly system. The scanner in particular is very easy to operate. Basic copy jobs can be performed by simply pressing the green start key on the scanner operator panel. You have to change the default copy settings with the help of the other settings on the scanner operator panel only if you want to perform more complex copy jobs.

The operator panel is located above the original feed. As you can see in this diagram (see figure 27), the panel consists of a display in the center surrounded by a number of function, section and arrow keys. To the left of the display, you can find the 'Stop' key and below the display you can find the 'Start', 'Numeric' and 'Correction' keys as well as the 'Counter' window.

This section consists of two parts. The first part explains the basic use of the keys. The second part deals with special use of the display. It describes how to use the soft keys above and along the sides of the display to define your copy settings.
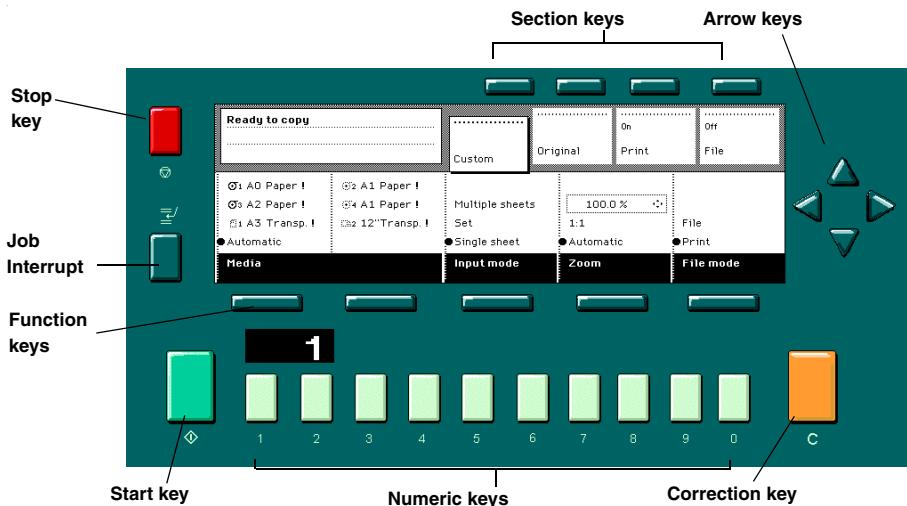


[27] Scanner operator panel

# Keys

You can make a number of settings for the Océ TDS600 scanner with the keys on the operator panel.

The following keys are available:

| key type | |
|----------|------------------|
| key type | Function |
| Start keys | The green key marked with ⬦ is used to start the feeding of the original, or to re-start the copy process. |
| Numeric keys | The keys with numbers on the lower part of the operator panel are used to enter numbers. |
| Correction key | The orange key marked with C is located at the bottom of the central section of the operating panel. Press the correction key one time to reset the selected setting to its default value. Press the correction key two times to reset the numeric display to '1'. Press the correction key three times to return to the first screen on the display. |
| Stop key | Pressing the red key left of the display stops the copy process for the current original. You can stop the original transport immediately when an original jam occurs. |
| Job interrupt key | You use the job interrupt key to set extra priority to your copy job. Determine the priority of your copy job with the Job interrupt key before you scan your originals. The job is placed on top of the printing queue in the queue manager. The interrupt job will start running directly after the current page is completed. |

# Section, Function and Arrow keys

Apart from the above mentioned keys, the operator panel of the Océ TDS600 scanner contains a number of other keys. These include:

■ Section keys
■ Function keys
■ Arrow keys.

The section keys are the four keys located above the display. These keys provide access to the 'Custom', 'Original', 'Print' and "File" sections on the display.

Each section contains several functions (cards). These can be accessed with the help of the function key farthest to the left, which is also called the card selection key.

The five function keys (below the display) allow you to select functions or subfunctions within a card.

Finally, the arrow keys can be used, like the numeric keys, to define numeric settings. The arrow keys are also used for selecting subfunctions.

# Preference section

When the job templates are enabled, the 'Preference' section (see figure 28) allows you to do the following.

■ Select the default language for the operator panel
Use the 'Language' function key to select the language. Press the 'Preference' section key again to activate the selection.

■ Select the start screen of the scanner operator panel
Use the 'start screen' function key to select the 'Custom card' section or the 'Templates' section. Press the 'Preference' section key again to activate the selection.
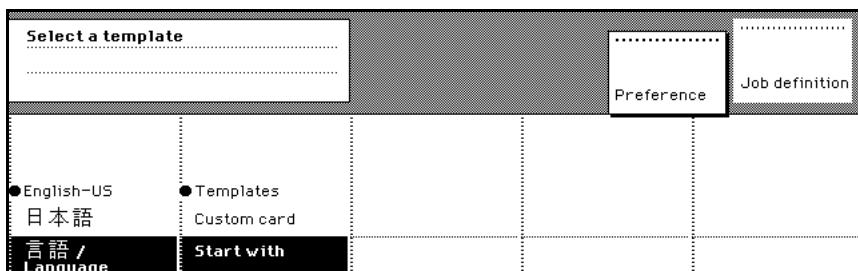


[28] The 'Preference' section

The selected start screen of the scanner operator panel is default visible in the following situations.

■ When the scanner is started or restarted
■ When the time-out period of the scanner operator panel expires
■ When you press the correction key three times.

# Custom card start screen

Select the 'Custom' start screen (see figure 29) in the following situations.

■ If the scanner is used by unexperienced users often
■ If you must perform many different scan and copy jobs with different settings.

In the 'Custom' start screen you can press the green start key to start the original transport immediately.



| ⏀1 A0 Paper | ⏁2 A1 Paper | Matrix copy | | |
| ⏁3 A2 Paper | ⏁4 A1 Paper ! | Multiple sheets | 100.0 %  ⟳ | |
| ⏃1 A3 Transp. ! | ⏃2 12"Transp. ! | Set | 1:1 | ●File |
| ●Automatic | | ●Single sheet | ●Automatic | ●Print |
| **Media** | | **Input mode** | **Zoom** | **File mode** |
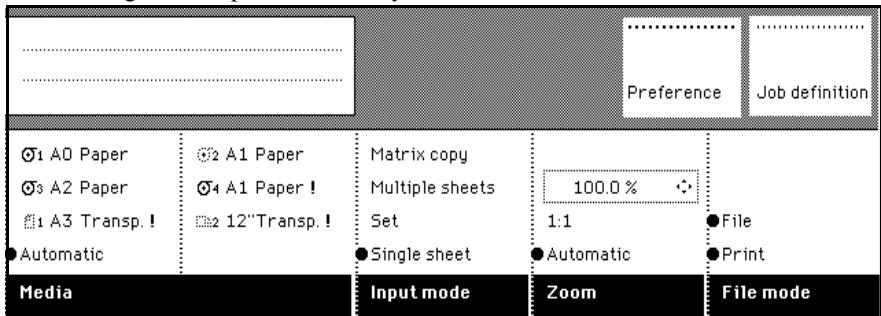
[29] Operator panel view with "Custom" card section on the Océ TDS600 scanner

**Note:** *The 'Custom' start screen is the 'Custom card' of template 1. The key operator defines the contents in the Océ Settings Editor at the Power Logic controller.*

# Templates start screen

Select the 'Templates' start screen (see figure 30 on page 80) in the following situations.

■ if the scanner is used by experienced users often
■ if you must perform many scan and copy jobs with similar settings.

In the 'Templates' start screen first select a template and then start the original transport with the green start key. To display the 'Templates' section immediately, press 'Job definition'.

# Sections on the operator panel

When the job templates are enabled, the scanner operator panel displays the templates (see figure 30). You need to select a template before the sections will display.



[30] The job templates at the bottom of the scanner operator panel

When you select a job template (or when the job templates are disabled) the scanner operator panel displays the following sections with an active 'Custom' section.

- The 'Custom' section which provides direct access to frequently used settings, defined by the customer.
- The 'Original' section which provides access to the settings of the scanner input, the original.
- The 'Print' section which provides access to the settings of the printer output, the print.
- The 'File' section which provides access to the settings of the scan-to-file output, the file.

# Custom section

The 'Custom' section contains the frequently used settings. Figure 27 on page 75 shows an example with the following settings.

■ Media
■ Input mode
■ Zoom
■ File mode

The key operator defines the contents in the Océ Settings Editor on the Océ Power Logic controller (see 'Define the contents of the custom card' on page 184). The key operator can change the contents, depending on the configuration, for example into the following settings.

■ Media
■ Input mode
■ Folding
■ Language
■ Exposure

# Original section

The 'Original' section contains all settings for the scanner input, the original (see Figure 31 on page 81). The settings are divided over the following cards.

■ Scanner
■ Image
■ Sheet
■ Feeding
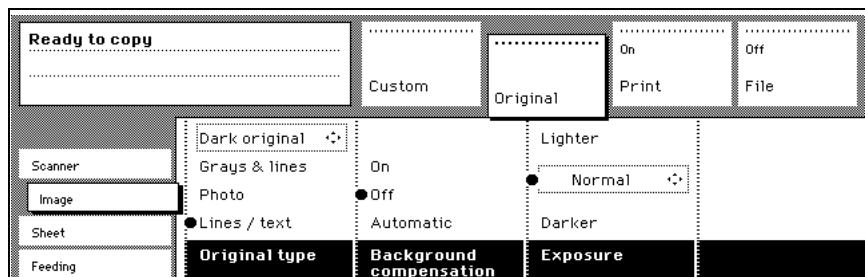


[31] The cards of the 'Original' section at the left side with an active 'Image' card

# Print section

The 'Print' section contains all settings for the printer output, the print (see Figure 32 on page 82). The settings are divided over the following cards.

- Image
- Layout
- Finishing
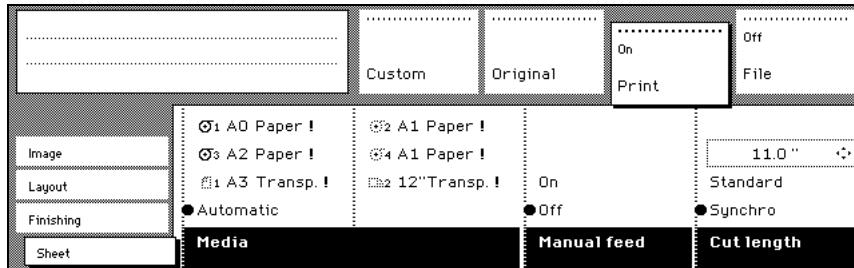


[32] The cards of the 'Print' section at the left side with an active 'Sheet' cards

# File section

The 'File' section contains all settings for the scan-to-file output, the file (see Figure 33 on page 82). The 'File' section is only available if you have the scan-to-file option installed(see 'Using the Océ TDS860 to scan-to-file' on page 103).
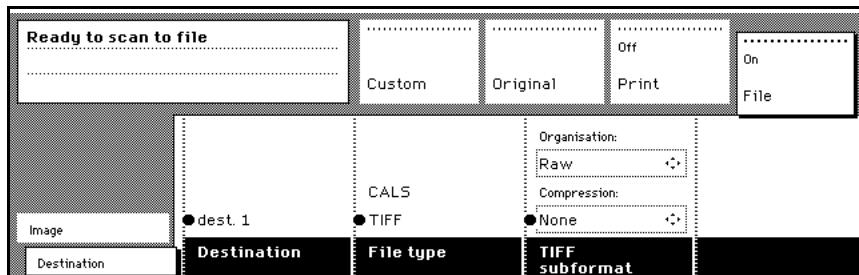


[33] The cards of the 'File' section at the left side with an active 'Destination' card

# Job templates

A job template contains direct access to five settings for fast selection or verification. It also contains the default settings for a certain job. Figure 30 on page 80 shows an example with the following job templates.

- Template 1
- Template 2
- Template 3
- Template 4
- Last used

The key operator defines the settings in the Océ Settings Editor on the Océ Power Logic controller (see 'Define the job templates' on page 185). The key operator can change the job template names, except for 'Last used', for example into the following job template names.

- Single copy
- Set copy
- Matrix copy
- Scan-to-file
- Last used

When you select the 'Last used' job template, you recall all settings from the previous job. You can change the settings or do the same job again. The 'Last used' job template does not display when you turn on the scanner.

After you select a template, the sections display. The sections provide access to the settings for the scanner input, the printer output and the scan-to-file output (see 'Sections on the operator panel' on page 80). Use the Custom Card here to provide access to frequently used settings referred to the type of job.

# Settings on the Océ TDS600 scanner operator panel

When job templates are enabled in the Océ Settings Editor, the job templates are displayed on start-up of the Océ TDS800 scanner (see Figure 30 on page 80). When job templates are not enabled in the Océ Settings Editor, the 'Custom' card  is displayed on start up (see Figure 27 on page 75).

**The custom section**  gives access to the settings you defined in Océ Settings Editor. This contains a number of settings which are direct accessible. The key operator defines the custom section in the Océ Settings Editor

▼ **How to make settings**

1 Select a template (only applies when job templates on the scanner operator panel are enabled in the Océ Settings Editor).

2 Press one of the Section keys to activate the desired menu.
**Note:** *The active menu is slightly moved downwards to visually separate it from the other menus. Apart from that, a shadow highlighting effect is used for extra highlighting.*

3 Press the Card selection key to select the appropriate card. You can switch cards (from bottom to top) by pressing the key again.
**Note:** *Here, too, the active card is visually separated from the other cards and given a shadow highlighting effect for extra highlighting.*

4 Select the desired function values in one of the following ways:
■ Simple (non-numeric) selection: press the Function key to activate the desired (non-numeric) value. The selected value is preceded by a '●' symbol.
■ Long list selection: if you want to select a value from a list of options that cannot be fully displayed on the panel, you first activate the selection triangles next to the specified option (the dotted line around this selection is changed into an uninterrupted line and the selection triangles are no longer dimmed), which indicate that there are additional options available and then select one of the non-displayed values with the Arrow keys. The 'Original type' setting demonstrated in figure 31 on page 81 is an example of this.
■ Numeric selection: activate the selection triangles and select the desired value with the arrow keys or with the numeric keys.

Also a combination of simple selection and numeric selection is possible.

**The Correction key**  use the Correction key to do the following:

1  Press the Correction key one time to return to the default value of the active setting.
2  Press the Correction key two times to set the numeric display to 1.
3  Press the Correction key three times to return to the top layer of the Scanner Operator Panel. When job templates are enabled in the Océ Settings Editor, the top layer shows the job templates. When job templates are not enabled in the Océ Settings Editor, the top layer shows the 'Custom' section.

When 'Automatic feed' is selected for a single sheet job, this setting stays active after the job is completed.

Job interrupt only stays active for one job. You have to press the Job interrupt key before each new job you want to give interrupt priority.

The Scanner Operator Panel will automatically return to the top layer and the default settings after the time defined in the 'Panel Time-out' setting in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

# Perform basic copy jobs

On the Océ TDS600 scanner you perform a number of basic tasks. These include:

■ Make copies
■ Select the required media
■ Select the input mode
■ Specify the zoom factor
■ Select the exposure
■ Background compensation
■ Deliver originals after scanning
■ Define settings for the next original
■ Account logging
■ Using the manual feed for copying
■ Define delivery of copies
■ Job interrupt
■ Stop a job
■ Copy stamping

# Make copies

**1** Place your original face-down, right aligned along the original guide. Keep the legend at your right hand side.
**Note:** *When you feed the original, keep it in place until it is transported (about 1 cm) into the machine.*
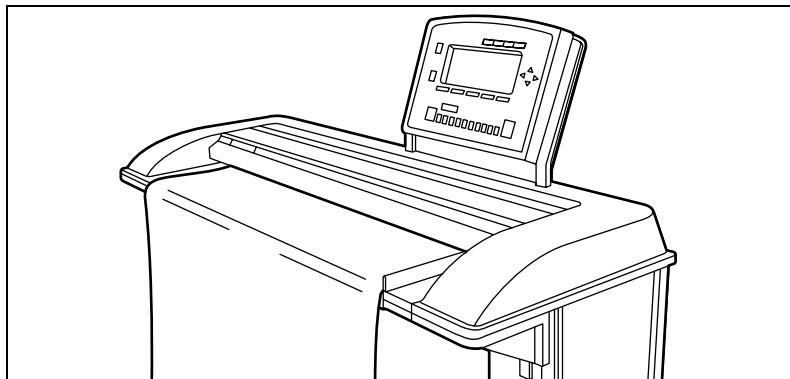


[34] Inserting the original

**2** Specify the number of copies using the numeric keys.
**3** Specify the 'Paper series' on the 'Sheet' card in the 'Original' section.
**Note:** *The Océ TDS600 scanner supports both DIN and ANSI media formats.*
**4** Specify the desired media on the operator panel.
 If you select 'Automatic', the Océ TDS600 scanner will use a zoom factor that is needed to obtain a copy without loss of information. After inserting the original, the zoom factor that is used is indicated by the '○' symbol.
**Note:** *The zoom factor is based on the selected media size*
Use the 'Media' function to select copy material and format.
**5** Specify how a job will be sorted: 'Single sheet', 'Multiple sheets' (output: 1-1, 2-2, 3-3) or 'Set'(output: 1-2-3, 1-2-3).
The currently selected input mode is indicated by the 'I' symbol.
**6** Specify a reduction or enlargement factor on the operator panel by using the 'Zoom' function.
If you select 'Automatic', the Océ TDS600 scanner will use a zoom factor that is needed to obtain a copy without loss of information. After inserting the original, the zoom factor that is used is indicated by the 'm' symbol.
**Note:** *The zoom factor is based on the selected media size.*
**7** Specify the desired brightness on the operator panel.
You can use the 'Brightness' setting to correct for a lighter or darker original.

**8** Specify folding options on the operator panel.
If the optional folder is installed, you can use the 'Folding' settings to get a neatly folded copy.

**9** Press the green start key ⬦ to start the copy job.
Your original is fed into the scanner. The printer starts.

**10** Collect your output.
Your copy will be delivered on the selected output unit of the print engine.

# Select the required media

The 'Media' setting can be used to select output material and format. The display will show you what rolls or sheet feeders are currently loaded. The currently selected roll or sheet feeder is indicated by the 'l' symbol.

If you select 'Automatic', the Océ TDS600 scanner will try to use a roll or sheet feeder format that matches the original size. After inserting the original, the roll or sheet feeder that is used is indicated by the 'm' symbol.

**Note:** *The '●' symbol remains in place until a new original is inserted. Then it may move to indicate another roll or sheet feeder, depending on the original format.*

First select the paper series, then select the media size.

**Note:** *The zoom factor is based on the selected media size.*

▼ **Select the paper series**

**1** Select the 'Sheet' card in the 'Original' section

**2** Select the required paper series with the 'Paper series' function key
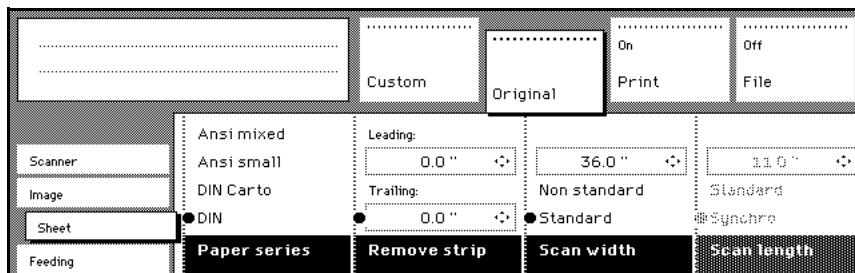


[35] Select the required paper series

▼ **Select the required media**

**1** Select the 'Sheet' card in the 'Print' section.

**2** Select the required media with the 'Media' function key.

| | | | On | Off |
|---|---|---|---|---|
| | Custom | Original | Print | File |

| | | | | |
|---|---|---|---|---|
| Image | ⊙₁ A0 Paper ! | ⊙₂ A1 Paper ! | | |
| Layout | ⊙₃ A2 Paper ! | ⊙₄ A1 Paper ! | | 11.0 " ⟡ |
| Finishing | ▥₁ A3 Transp. ! | ▥₂ 12"Transp. ! | On | Standard |
| Sheet | ● Automatic | | ● Off | ● Synchro |
| | **Media** | | **Manual feed** | **Cut length** |
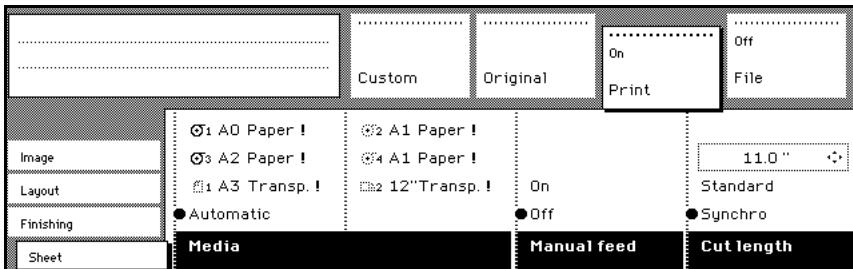
[36] Select the required media

**Note:** *You can also select the desired media from the 'Custom' section, if this setting is defined for the 'Custom' section in the Océ Settings Editor (see Figure 36 on page 89).*

# Select the input mode

You can use the 'Input mode' setting to specify how a job will be sorted: the 'Single sheet' option treats each sheet as a separate job. 'Multiple sheets' produces the specified number of copies for each sheet in a job and then continues with the next sheet. Graphically that would look something like this:
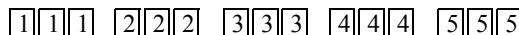
1 1 1   2 2 2   3 3 3   4 4 4   5 5 5

You can use the 'Input mode' setting to specify how a job will be sorted: the 'Single sheet' option treats each sheet as a separate job. 'Multiple sheets' produces the specified number of copies for each sheet in a job and then continues with the next sheet. Graphically this looks as follows:

1 1 1   2 2 2   3 3 3   4 4 4   5 5 5
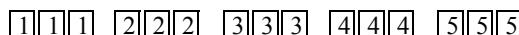
[37] The principle of 'Multiple sheets'

'Set' produces one copy for each sheet in a set and then continues with the next copy of the entire set, as follows:



| 1 | 2 | 3 |  | 1 | 2 | 3 |  | 1 | 2 | 3 |  | 1 | 2 | 3 |  | 1 | 2 | 3 |
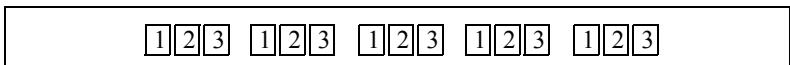
[38] The principle of set copy

See 'Make a set copy' on page 159.

The current input mode can be closed by pressing the Stop key.

The currently selected input mode is indicated by the '●' symbol.

▼ **Select the input mode**

1 Select the 'Feeding' card in the 'Original' section.
2 Select the desired media with the 'Input mode' function key.
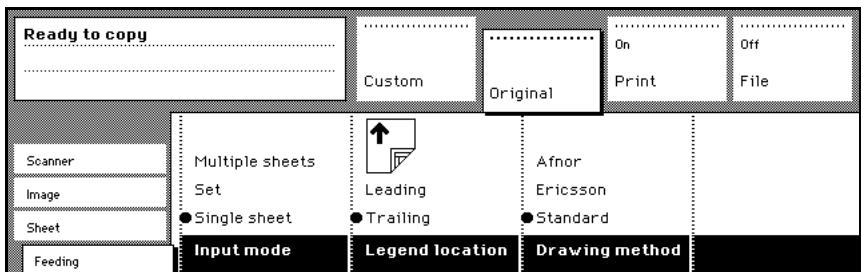


[39] Selecting the input mode

**Note:** *You can also select the input mode from the 'Custom' section (if this setting has been defined for this).*

# Selecting the zoom factor

You can use the 'Zoom' setting to select a zoom factor.

▼ **Selecting the zoom factor**

1 Select the 'Image' card in the 'Print' section.
2 Select Automatic, 1:1, or set the zoom factor on the display of the operator panel

■ Automatic zoom selection: the system automatically calculates the zoom ratio based on the original size and the output media size
■ 1:1: Results in an image that is exactly the same size as the original.
■ Set the zoom factor on the display of the operator panel:
Use the Arrow keys on the right of the display (see Figure 27 on page 75). If you press one of the vertical keys, the zoom factor will increase or decrease with steps of 0.1%. If you press one of the horizontal keys, the zoom factor will increase or decrease with the steps predefined in the Settings Editor by the key operator (see 'Find system settings in the Settings Editor' on page 187).
Use the numeric keys at the bottom of the operator panel. You can specify the exact zoom factor with 0.1% increments.
For example, if you want to specify a zoom factor of 25.4%, you type 254. If you want to specify a zoom factor of 254%, you type 2540.

▼ **Selecting the zoom factor**

1 Select the 'Image' card in the 'Copy' section.
2 Select the desired media with the 'Zoom' function key.
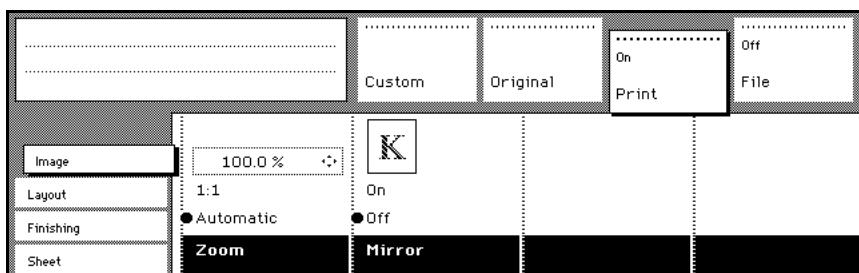


[40] Selecting the zoom factor

**Note:** *You can also select the zoom factor from the 'Custom' section (if this setting has been defined for this).*

# Select the exposure

You can use the 'Exposure' setting to correct for a lighter or darker original.

▼ **Selecting the exposure setting**

1 Select the 'Image' card in the 'Original' section.
2 Select the desired exposure level by using the Arrow keys to the right of the display (see Figure 27 on page 75).

| Ready to copy | | | | | |
|---|---|---|---|---|---|
| | | Custom | Original | On | Off |
| | | | | Print | File |

| Scanner | Dark original ⟳ | | Lighter | |
| | Grays & lines | On | ● Normal ⟳ | |
| Image | Photo | ● Off | | |
| Sheet | ● Lines / text | Automatic | Darker | |
| Feeding | **Original type** | **Background compensation** | **Exposure** | |
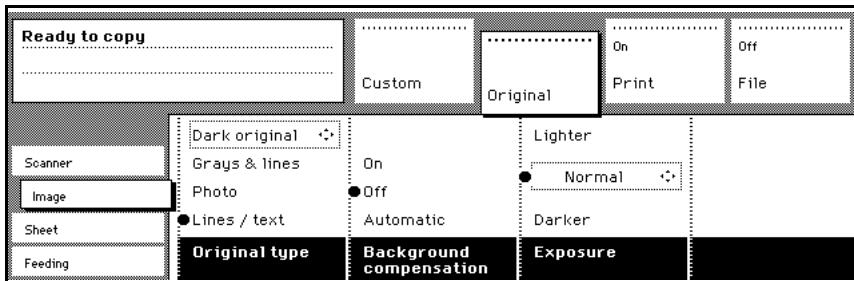
[41] Selecting the exposure level

**Note:** *You can also select the exposure level from the 'Custom' section (if this setting has been defined for this).*

# Background compensation

You can use the 'Background compensation' function with dark originals. Select 'Background compensation' on to get all information correct on the copy. A gray background is visible.

If you select 'Background compensation' off, there is no gray background, but weak lines will be affected.

# Deliver originals after scanning

You can choose for delivery of the original at the front (rewind) or the rear side of the scanner.

**Attention:** *The 'Rewind' function is disabled when the optional original delivery tray is installed.*

**Note:** *When you copy thick or very thin originals, originals that are damaged or originals in a carrier sheet, it is recommended to use the output at the rear side of the scanner to ensure correct delivery ('Rewind' function off).*

▼ **Select original delivery**

1 Open the 'Scanner' card in the 'Original' section.
2 Press the 'Rewind original' function key to make your selection:
   - 'On': Originals are delivered at the front side of the scanner. You have to collect each original by hand.
   - 'Off': Originals are delivered at the rear side of the scanner.
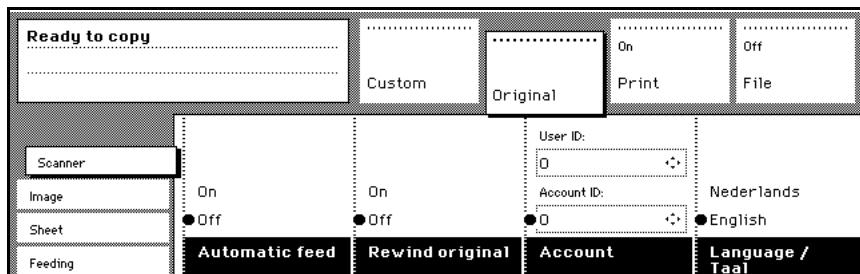


[42] Using the Rewind original function to select original delivery at the front or the rear

# Define settings for the next original

You can define the settings for each original you want to copy. When 'Automatic feed' is enabled, you should bear in mind that the original is automatically pulled into the scanner. If you want to be absolutely sure about the settings that belong to an original, insert an original when the settings are correct.

**Note:** *To increase your versatility at the scanner input side, you can ask your key operator to turn off Automatic feed. When using the scanner with automatic feed off, you must press the start key for each new original to be scanned. This offers you the possibility to change the settings for the next original, even if you already put the original in place on the scanner feed table.*

▼    **Define settings for the next copy job**

1   Select all settings required for the next original.
2   Insert the next original.
    If 'Automatic feed' is off, press the start key.
    If 'Automatic feed' is on, the original is fed automatically.
    **Note:** *You can enable or disable this function from the 'Scanner' card in the 'Original' section. See figure 34 on page 87.*

# Account logic

For accounting purposes, the system is able to log job information for each job. The job identification attributes and the number of print jobs are logged in the account file. For more information about account logic, see chapter 11 on page 219.

**Note:** *The account settings are only available if the accounting option is enabled in the system configuration.*
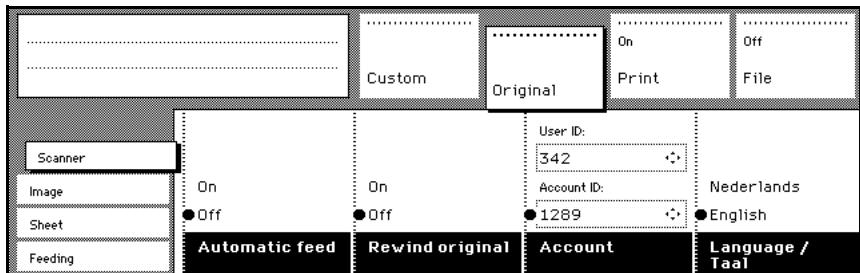


[43] Accounting function option

▼ **To select accounting**

1 Open the 'Scanner' card in the 'Original' section.
2 Press the 'Accounting' function key to set 'Accounting'.
3 Select the needed 'Account id' or 'User id' with the Arrow keys to the right of the display.
4 Enter the 'Account ID' or the 'User ID' with the numeric keys.

# Using the manual feed for copying

If you want to copy a job on a media type or size that is not available on one of the paper rolls or sheet feeders, it can be convenient to manually feed sheets instead of switching paper rolls or sheet feeders. The sheet feed is a special slot just above the roll drawers on the engine. You can insert pre-cut copy material into this slot, one sheet at a time.

**Note:** *Only use media as specified in '' on page 301.*

▼ **Copying on pre-cut sheets**

1 Open the 'Sheet' card in the 'Print' section.
2 Press the 'Manual feed' key. The display will look as follows:
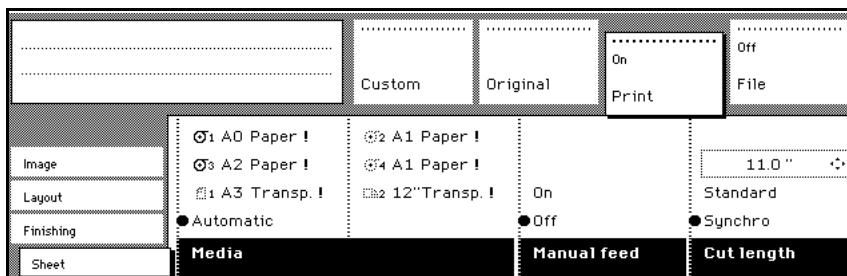


[44] Using the manual feed option

3 Select any other required settings.
4 Enter the number of copies using the numeric keys.
5 Feed the original.
6 Press the start key.
7 Take your sheet of copy material to the side of the printer engine that contains the sheet feed.
8 Use both hands to align the copy material in accordance with the format indication and the sticker on the manual feed table.
9 Move the copy material forward in the nip of the roller. This must cause an ample paper bulge over the full width of the page.
10 Hold the paper with both hands until the engine pulls in the first part of the sheet.
   The bulge will be reduced or it will disappear. A few seconds later the complete sheet will be pulled into the printer.
   **Note:** *If the copy job requires more sheets, the display will ask you to feed the next sheet.*

**11** Repeat steps 7 to 11 to complete the job.

**12** Collect your output.

Note: *The image will be printed on the side of the sheet which is facing up.*

# Define delivery of copies

Normally, your copies are delivered on the integrated receiving tray on top of the Océ TDS860 Printer. However, you can specify to deliver your copies on the optional output delivery tray or on a folder. If you want to use your output delivery tray, you take the following steps.

▼    **Deliver copies on the output delivery tray**

   **1**  Open the 'Finishing' card in the 'Print' section.
   **2**  Use the 'Copy delivery' function key to select the 'Output delivery tray' option.
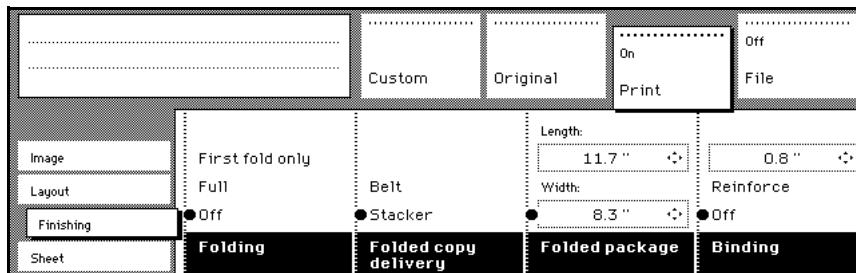


[45] Delivering copies on the output delivery tray

# Interrupt a job

Press the Job interrupt key on the scanner panel to give extra priority to a copy job. When you press the Job interrupt key your copy job will be placed on top of the printing queue. When you select Job interrupt a message appears on the scanner panel display (see 'Feedback on the scanner panel display when Job interrupt is selected.' on page 99).
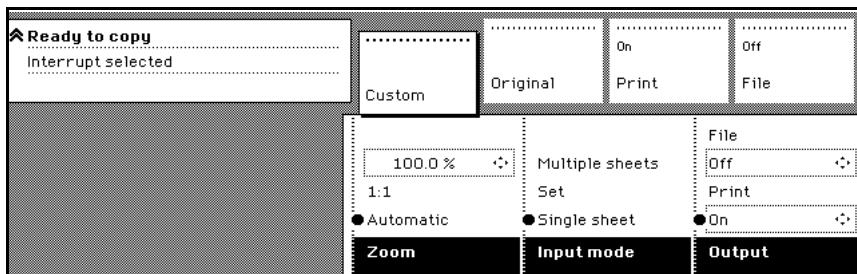


[46] Feedback on the scanner panel display when Job interrupt is selected.

The print process will be interrupted after the current page is printed. The transport of originals on the scanner will not be interrupted.

▼ **How to interrupt a copy job**

1  Press the Job interrupt key on the Scanner operator panel.
   The printer interrupts the active job and stops after the current page is printed.
   The Océ Queue Manager displays the interrupt job in the print queue at the active job position.
   The Océ Queue Manager displays the interrupted job with the icon 🖳 .
   The Océ Queue Manager displays the interrupt job with the icon ⩘ .
   The Océ Queue Manager changes the exit interrupt button from gray into colored and changes this button into the active condition.

2  Make copies (see page 87).

3  Press the Job interrupt key again to do another interrupt job.
   Press the Exit interrupt button at the Océ Queue Manager to continue with the interrupted job and collect the output at a later time.
   Collect the output and press the Exit interrupt button at the Océ Queue Manager to continue with the interrupted job.

**Note:** *An interrupt job cannot interrupt another interrupt job.*

**Managing interrupt jobs in the Océ Queue Manager**

There can be several new jobs in the queue during Job interrupt. They are put in a First In First Out sequence. In the Océ Queue Manager you can manage interrupt jobs in following way:

■ An interrupt job can be cancelled in Océ Queue Manager.
■ An interrupt job can be put on hold. An interrupt job will lose its priority position in the queue when put on hold.
■ When there are more interrupt jobs, an interrupt job can be moved to the top of the printing queue.

# Stopping a job

Press the Stop key to interrupt the original transport on the scanner.

▼ **How to stop a job**

1 Press the Stop key.
The original transport is now stopped and you are prompted to open the scanner cover in order to remove the original.
2 Open the cover, remove the original and close the cover again. You are now ready to start the next copy job.

# Copy stamping

Copy stamping is an Océ TDS860 option which allows you to print a predefined text on all your copies. Enable copy stamping with a password in the Océ Setting Editor. The key operator can predefine a maximum of 50 stamps in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

You can select one stamp per original and you can select a color, font size or position. A stamp can consist of the following parts:

■ predefined text
■ date
■ time

▼ **How to select a stamp**

1 Open the 'Stamping' card in the 'Print' section.
2 Select stamp 'On' with the 'Enable' function key.
3 Select a stamp with the 'Select stamp' function key.

**Note:** *the following steps are optional.*

4 Select a 'Color' with the 'Format stamp' function key and the arrow keys.
5 Select a 'Size' with the 'Format stamp' function key and the arrow keys.
6 Select a position with the 'Stamp position' function key and the arrow keys.

# Chapter 5
# Using the Océ TDS860 to scan-to-file

*This chapter describes the scan-to-file functionality of the Océ TDS860. This chapter contains a description of the interface of the scanner and of Océ Scan Manager and Océ View Station LT applications on the Océ Power Logic® controller*

# Before you begin

You must switch on both the scanner and Océ Power Logic® Controller before you can scan to file. See 'Turn on and off the Océ TDS860' on page 23.

# Scanner operator panel

For a description of the scanner operator panel and how to perform actions on the scanner operator panel, see the 'Scanner operator panel' on page 47 (for the Océ TDS800 scanner) or see the 'Scanner operator panel' on page 75 (for the Océ TDS600 scanner).

# Océ Scan Logic®

Océ Scan Logic® is an option which enables you to scan a document to a file for later use. You enable scan-to-file with a password in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

You use scan-to-file to:
- print documents at a later time
- archive documents
- email documents
- reuse the information documents contained in another application

A scan-to-file is made at the scanner. On the scanner operator panel you can select at which resolution you want to scan and where you want to store your file.

The result of the scan-to-file can be stored local on the controller (temporary store) or directly on a network destination via SMB or FTP.

Océ View Station LT® enables you to view the scanned documents. Océ View Station LT® starts up from the Océ Scan Manager application. Select Auto view to automatically start up Océ View Station LT® after scan to file.

# Scan clicks

The Océ TDS860 measures the area of media that you scanned during scan to file operations. You view the scan click count in the bottom right corner of Océ Scan Manager (see Figure 47 on page 107).

The scan click count is measured in square feet or square meters (see 'Find system settings in the Settings Editor' on page 187). You set the measurement unit in the Océ Settings Editor (see chapter , 'Measurement' on page 133).
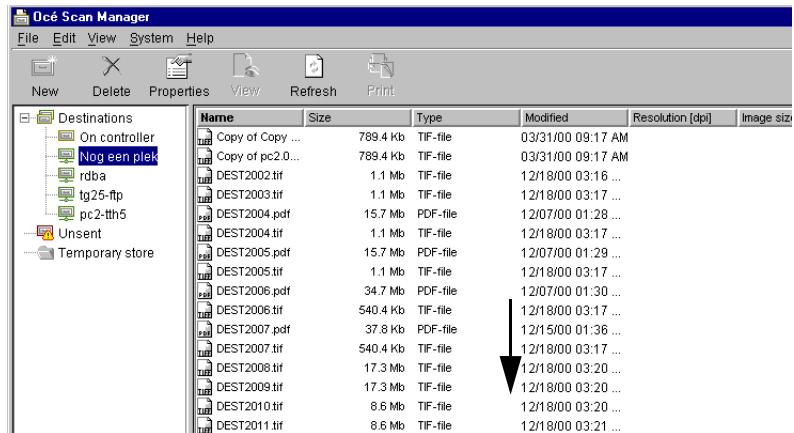


[47] Scan click count in Océ Scan Manager

# Making a scan-to-file on the Océ TDS800 scanner

Do the following to scan an original to file.

▼ **How to scan to file**

1 Place your original face-up, left aligned along the original guide.
2 Select the appropriate original type.
3 Select the 'Destination' card in the 'File' section.
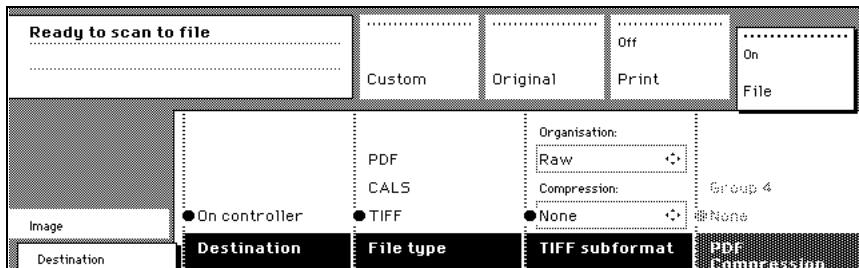


[48] 'Destination' card in the file section

4 Select 'File mode' On.
   The status message displays: Ready to scan to file.
5 Select a Destination (see 'Destinations' on page 121).
6 Set the correct settings. (see chapter , 'Settings for scan-to-file' on page 112)
7 Press the start key.
   The original is scanned.
   A status message displays (see Figure 49 on page 108):
   'Scanning job' 'Scan job number X'
   'File scan22.tif'
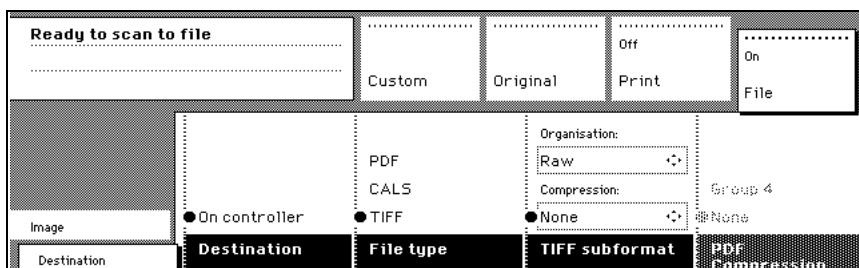


[49] File card on the Scanner operator panel

**8** When 'System' - 'Auto view' is enabled on the Océ Scan Manager, Océ View Station LT® starts automatically, showing the result of the scan (see figure 50).
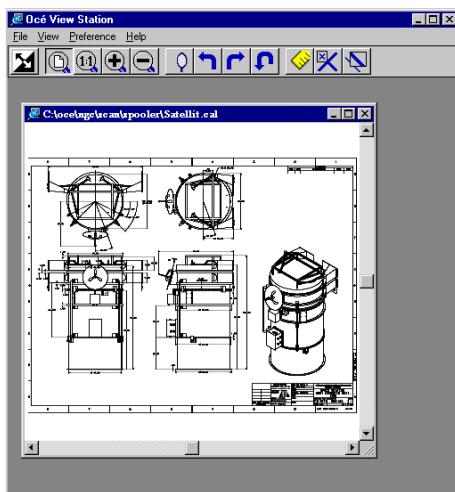


[50] Océ View Station LT

# Making a scan-to-file on the Océ TDS600 scanner

Do the following to scan an original to file.

▼ **How to scan to file**

1 Place your original face-down, right aligned along the original guide.
2 Select the appropriate original type.
3 Select the 'Destination' card in the 'File' section.
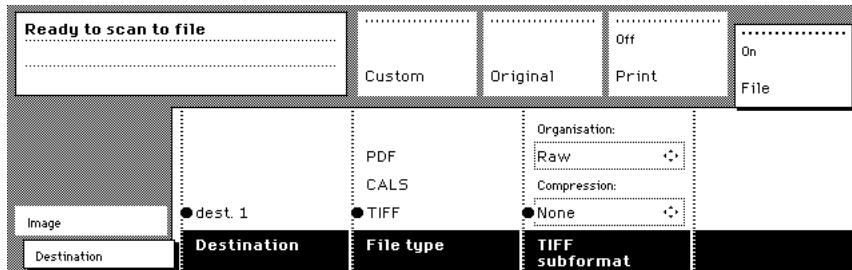


[51] 'Destination' card in the file section

4 Press the section key 'File', to select 'File mode' On.
The status message displays: Ready to scan to file.
5 Select a Destination (see 'Destinations' on page 121).
6 Press the start key ◇ .
The original is scanned.
A status message displays (see Figure 52 on page 111):
"Scanning job "Scan job number X""
"File scan22.tif"
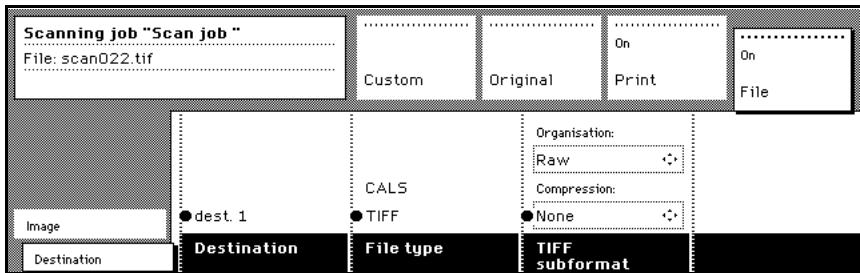
[52] Feedback during scan to file

**7** When enabled in the view menu in the Océ Scan Manager, Océ View Station LT starts automatically on the controller, showing the result of the scan (see figure 53).
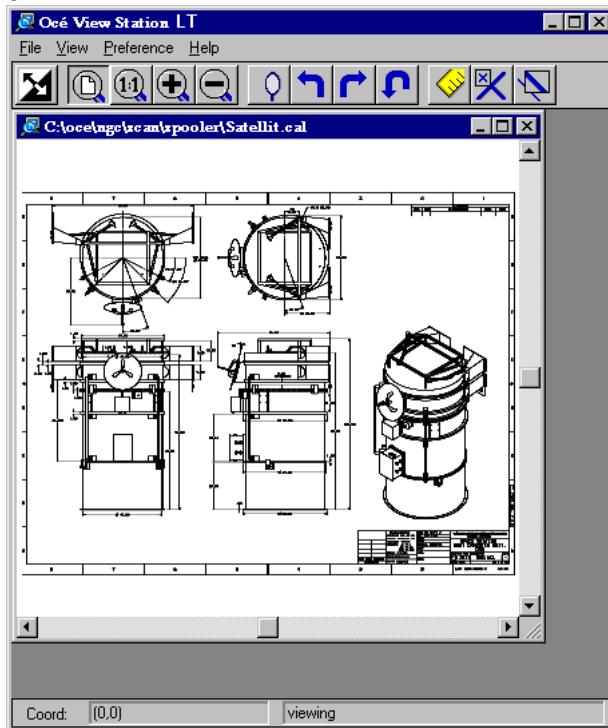


[53] Océ View Station LT

# Settings for scan-to-file

## Operator panel view Océ TDS800 scanner

The settings for scan-to-file on the scanner operator panel are divided into two cards: Destination and Image.

Destination card:

- Destination
- File type
- TIFF sub format
- PDF compression
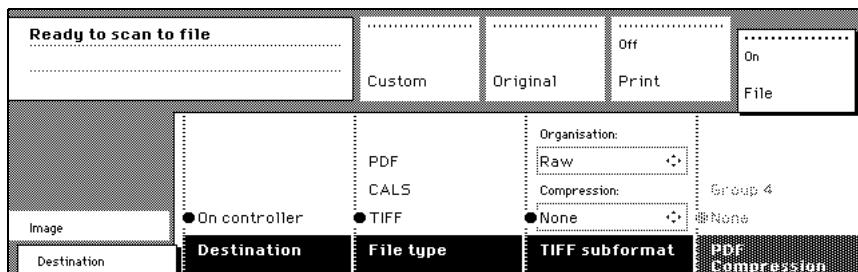


[54] TDS800 scanner operator panel: Destination card

Image card:
- Resolution
- Zoom
- Optimization
- Mirror
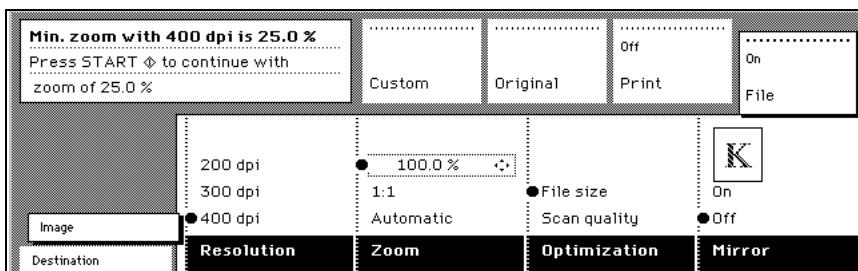


[55] Scanner operator panel: Image card

# Operator panel view Océ TDS600 scanner

The settings for scan-to-file on the scanner operator panel are divided into two cards: Destination and Image.

Destination card:
- Destination
- File type
- TIFF subformat or PDF compression
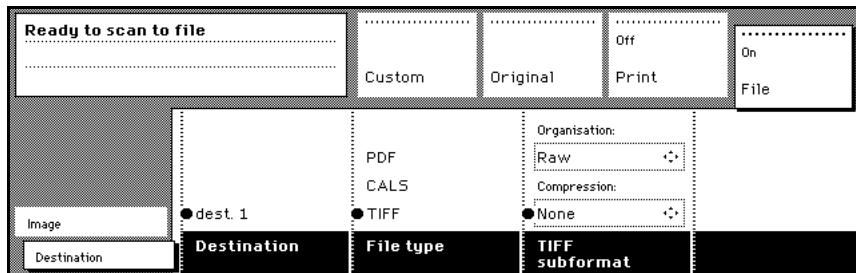


[56] Scanner operator panel: Destination card

Image card:
- Resolution
- Zoom
- Optimization
- Mirror
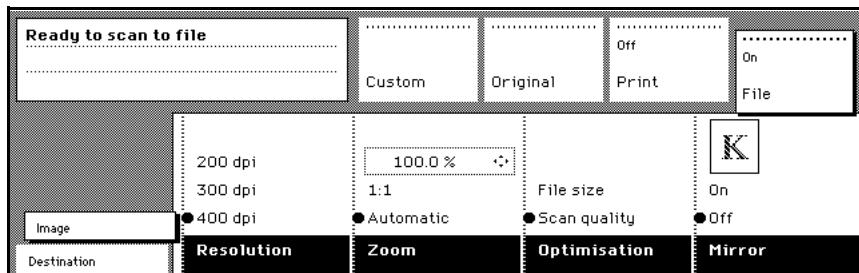


[57] Scanner operator panel: Image card

# File mode

File mode can be 'Off', 'On' or 'On with checkprint'. 'Off' means scan-to-file is not active. 'On' means scan-to-file is active. To scan to file with a checkprint, activate both the file mode and the print mode on the scanner operator panel. The checkprint quality corresponds to the scan resolution. A checkprint is a print of the scanned original, ensuring consistency with a later print of the scanned file.

▼ **How to scan to file with checkprint**

1 Press the section key above the File section two times
  The File mode is switched on
2 Press the section key above the Print section two times
  The Print mode is switched on
3 The system is now ready to scan-to-file with checkprint.

**Note:** *The Océ TDS860 system does not allow you to change the 'File mode' setting during a set from 'On' to 'Off' and the other way around. However, changing from 'On' to 'On with checkprint' and vice versa is allowed.*

**Note:** *In scan-to-file mode the automatic behavior is optimized for scanning. Turning checkprint on or off does not influence this automatic behavior.*

# Destination

You can store your scan either in the temporary store on the controller or on a network destination. You can define up to ten destinations in the Océ Scan Manager application. Select the destinations defined in Océ Scan Manager on the scanner operator panel. You can only select one destination at a time.

▼ **Select a destination**

1 Press the function key to select destination.
  **Note:** *Define the names of the destinations in Océ Scan Manager (see 'Create a local destination' on page 121).*

# File type

To define the internal organization of the scanned files, choose between TIFF (Tagged Image File Format) and CALS-I (Continuous Acquisition and Life-Cycle support), or PDF (Portable Document Format).

**TIFF**  describes image data that typically comes from scanners, frame grabbers, and paint- and photo-retouching programs. The purpose of TIFF is to describe and store raster image data. A primary goal of TIFF is to provide a rich environment within which applications can exchange image data. This richness is required to take advantage of the varying capabilities of scanners and other imaging devices. For example, TIFF supports lossless image compression. Though TIFF is a rich format, it can easily be used for simple scanners and applications as well because the number of required fields is small.

**CALS**  is an industry strategy for transition of paper-intensive processes to highly automated, integrated processes for defense system acquisition, design, manufacturing, and life cycle support.

**PDF**  Portable Document Format (Adobe® Postscript® 3™ /PDF) is a file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print or forward.

# Tiff sub format

Within the 'Tiff sub format' option, you can define the 'Organization' and 'Compression' of the file.

**Organization**  can be (select with the arrow keys):
- Striped
- Tiled
- Raw

**Note:** *Only choose 'Striped' or 'Tiled' when you are sure you can use these organizations afterwards. Choose 'Raw' in any other case.*

**Compression**  can be (select with the arrow keys):
- Group 4
- Group 3(-1D)
- None

**Note:** *Only choose 'Group 4' or 'Group 3(-1D)' when you are sure you can use these compressions afterwards. Choose 'None' in any other case.*

**Note:** *If you scan grayscales or dark originals, then use Group 3(-1D) compression. In these cases group 4 can increase the file size.*

**Note:** *'Group 4' or 'Group 3(-1D)' are compression methods which are optimized for text and vector drawings. If you choose these compressions when scanning a photo with many grayscales, these compressions can result in a negative compression: the file size increases instead of decreases. So use these compressions with care.*

## PDF compress

Within the 'PDF compress' option, you can define the 'Compression' of the file.

**Compression** can be (select with the arrow keys):
- Group 4
- None

**Note:** *Only choose 'Group 4' when you are sure you can use this compression afterwards. Choose 'None' in any other case.*

## Resolution

The scan-to-file option allows you to scan at the following three resolutions:

- 200 dots per inch (dpi)
- 300 dpi
- 400 dpi

The higher the resolution the better the image quality. Higher resolution also leads to larger file sizes. The default value is 200 dpi.

## Zoom

The 'Zoom' option allows you to scale while scanning to a file. When you set 'File mode' to 'On' then the automatic 'Zoom' setting will result in '1:1'. You can change this default setting to one of the following three settings:

**Custom** This option lets you specify a custom zoom value. You can enter a range from 25% through 400%. This value also shows the zoom value when the option 'Automatic' is chosen.

**1:1** With this option selected, scan-to-file will result in an image that is exactly the same size as the original. 'Zoom' displays 100%.

**Automatic** Selecting 'Automatic' always results in a 1:1 scan-to-file.

## Optimization

There are two ways to optimize a scan-to-file

**Scan quality** optimizes for the best image quality. The scan resembles the original as close as possible.

**File size** optimizes for better compression. Generally resulting in a smaller file size. Image quality can slightly decrease.

## Mirror

You can use the 'Mirror' option to scan a horizontally mirrored image of an original. Mirroring is performed in the vertical axis.

# Océ Scan Manager

The Océ Scan Manager is an application available only local on the Océ Power Logic® controller. With the Océ Scan Manager you can configure the destinations for scan-to-file. To increase your productivity you can define automatic file naming. This way you can do batch scans without operating the controller.

During scan to file, Océ Scan Manager displays the file name and the status of the file generation process. When the scan is completed, a view of the scanned image is automatically displayed on the controller.

Figure 58 on page 118 shows the Océ Scan Manager application. The left part displays a tree view containing folders containing destinations. The right part displays a table view containing the content of the folder currently selected. In 58 on page 118 folder 'Next Dest(8)' is selected.
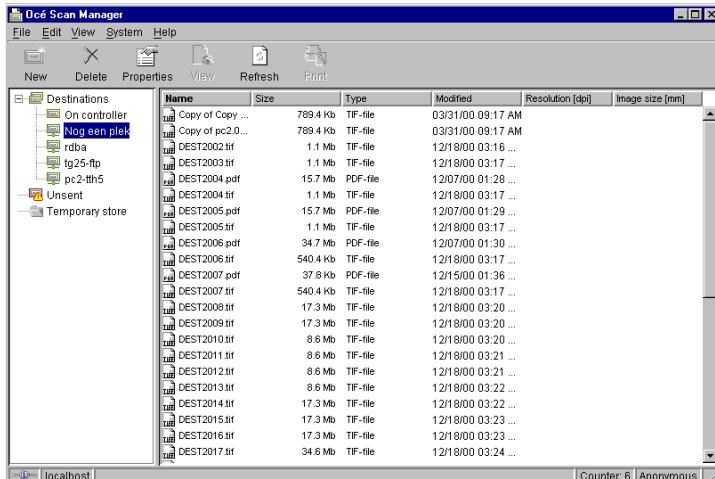


[58] Overview of the Océ TDS860 Océ Scan Manager application

**Note:** *Not all options are available to all users. You must log on to a particular user mode to perform specific tasks with Océ TDS860 Océ Scan Manager (see 'User modes' on page 211).*

# Tree view

The tree view displays:
- the system name
- the collapsible destination tree
- the collapsible temporary store tree.

If you scan to a particular destination, that destination is displayed **bold** and the corresponding icon changes. The destination you scanned last to is displayed bold.

If you select a destination, to view it's content in the right table view, this destination will show selected.

If for any reason a scan-to-file cannot be sent to the appropriate remote destination, the file will be stored in the 'Unsent' folder.

# Table view

The table view (on the right side of figure 58 on page 118) displays the file names of the files in the opened destination or temporary folder.

Each file has the following information:
■ Name
■ Size
■ Type
■ Modified
■ Resolution
■ Image size.

If the currently viewed destination is the one you are scanning to, then the scanned file will appear at the end of the table. If you currently view a different destination than the one you are scanning to, then the scanned to destination is displayed bold.

It is possible that there are more files in the table than fit on screen. The most recently scanned file appears at the end of the table. Under these circumstances it is possible that your most recently scanned file is not visible in the table on screen. In this case you can update the table view.

▼    **Update the table view**

1 From the 'View' menu select 'Refresh' or click the 'Refresh' button on the toolbar (see figure 59). If the opened destination is also the one which is currently scanned to, then the view is automatically updated.


Refresh

[59] The 'Refresh' button on the toolbar

# Actions in Océ Scan Manager

The Océ Scan Manager enables you to make settings for scan-to-file. You can edit and view the destination properties. You can also view the properties of scanned files.

## Destinations

A destination is a location where you scan your file to. You can create, delete and lock destinations. You can also define automatic file naming to ensure your files get the desired names.

A destination can also be a file server or a PC of an end user. It is better to select remote destinations instead of the local ones. The local destinations are temporary and can only contain a limited number of scan files. Define the 'Scan memory reservation' in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187). See the on-line help on the Océ Settings Editor for more details.

▼ **Create a local destination**

1 Select 'Destinations' in the tree view.
2 Open the 'File' menu and select 'New' or click on the 'New' button on the toolbar (see figure 60).



[60] 'New' button on the toolbar
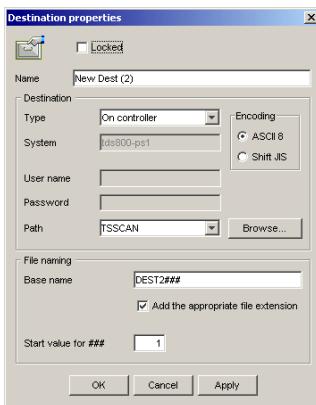
[61] 'Destination properties' window

**3** Enter a logical name for the destination in the 'Name' text box.
This logical name also appears on the scanner panel (see Figure 48 on page 108).

**4** Select the 'On the controller' type from the 'Type' drop-down list box.

**5** Enter a path of the target folder in the 'Path' text box. You can also click the 'Browse' button to select the path.
**Note:** *This is only possible if you select 'On the controller' as 'Type' (see step 4).*

**6** Click Ok to accept the destination properties.

▼ **Creating a network destination with SMB**

**1** Creating a shared folder on a workstation. For example c:\Scan

**2** On the Océ Scan Manager Open the 'File' menu and select 'New' or click on the 'New' button on the toolbar (see figure 60).
The Destination Properties dialog box displays (see figure 61)

**3** Select SMB from the 'Type' drop-down list box.

**4** Enter the system name of the workstation where you created the shared folder.
**Note:** *Find the system name of the workstation on the control panel of the workstation (Control panel - Network - Identification - System name)*

**5** Enter the path name. This is the name of the shared folder on your workstation.
For Windows NT®, Windows® 2000 and XP, use the DOS name of the shared folder.
For Windows 95/98® use the folder name. This is case sensitive.
**Note:** *You cannot Browse. Instead of entering the path name by hand, you can use the drop-down list box to select a shared folder available on the selected system.*

**6** If you have set a username and a password for the shared folder on the workstation, then enter the username and the password in the required fields.

**7** Set the required file naming properties

**8** Click OK

Océ Scan Manager connects to the new SMB destination. Océ Scan Manager then shows the contents of the new SMB destination.

▼     **Creating a web destination with FTP**

**1** Create a home directory and a subdirectory on a workstation. For example c:Ftp/Scan

**2** Enable FTP on the workstation

**3** On the Océ Scan Manager Open the 'File' menu and select 'New' or click on the 'New' button on the toolbar (see figure 60).
The Destination Properties dialog box displays (see figure 61)

**4** Select FTP from the 'Type' drop-down list box.

**5** Enter the system name of the workstation where you created the shared folder.
*Find the system name of the workstation on the control panel of the*
*workstation (Control panel - Network - Identification - System name)*

**6** Enter the path name. This is the name of the shared folder on your workstation. For Windows NT®, Windows® 2000 and XP, use the DOS name of the shared folder.
For Windows 95/98® use the folder name. This is case sensitive.
**Note:** *You cannot Browse.*

**7** For access to the directory on the workstation through FTP, a user name and password is set on the FTP server that runs on the workstation. Enter this user name and this password in the required fields on the Destination Properties dialog box of the Océ Scan Manager.

**8** Set the required file naming properties

**9** Click OK

Océ Scan Manager connects to the new FTP destination. Océ Scan Manager then shows the contents of the new FTP destination.

**Note:** *You can create a maximum number of 10 destinations.*
**Note:** *Names in Japanese can only be entered for remote destinations in*
*SMB.*
A key operator can determine whether a destination can be modified by an anonymous user. This is done by locking and unlocking a destination.

▼ **Lock a destination**

1 Select a destination.
2 Open the 'File' menu and select 'Properties'.
3 Check the 'Locked' check box.
4 Click Ok to accept the destination settings.
  The destination properties are now locked.
  **Note:** *This option is only available if you are logged on as a Key operator (see 'User modes' on page 211).*

▼ **Unlock a destination**

1 Select a destination.
2 Open the 'File' menu and select 'Properties'.
3 Uncheck the 'Locked' check box.
4 Click OK to accept the destination settings.
  The destination properties are now unlocked.
  **Note:** *This option is only available if you are logged on as a Key operator (see 'User modes' on page 211).*

▼ **Deleting a destination**

1 Select a destination.
2 Open the 'File' menu and select 'Delete' or click the 'Delete' button on the toolbar (see figure 62).



[62] 'Delete' button on the toolbar

The selected destination is deleted.
**Note:** *This option is only available if you are logged on as a Key operator or as a Repro operator.*

**Note:** *You are not able to delete the last destination.*

▼　**Set / Change destination properties**

**1** Select a destination.

**2** Open the 'File' menu and select 'Properties' or click the 'Properties' button on the toolbar (see figure 63).



[63] 'Properties' button on the toolbar

The 'Destination properties' screen appears as in figure 61 on page 122.

**3** Change the destination properties as described in 'Create a local destination' on page 121.

# Define file names

You can define the file names in the following two methods.

**1** automatic file number definition for all originals in the scan-to-file job

**2** manual file name definition per original in the scan-to-file job.

▼　**Automatic file number definition**

**1** Select a destination.

**2** Open the 'File' menu and select 'Properties'.
The 'Destination properties' screen displays (see Figure 61 on page 122).

**3** Enter a name in the 'Base name' text box.
Do not change the '###' part, this part is used for automatic file name numbering. Océ Scan Logic replaces '###' by an ascending number. You can put dots in the 'Base name'.

**4** Select or clear the check box 'Add correct file extension' to add or leave out the file extension. Set the file extension in the Océ Settings Editor.

**5** Enter the start value for the automatic file naming in the 'Start value for ###' field.

**6** Click 'OK' to accept the destination properties.

**7** Scan the originals.
You can scan now with automatic file name numbering. Select the above destination on the scanner operator panel and set all scan-to-file properties. While you scan, the scanner operator panel displays the file name. The settings are active until a copy job interrupts the scan job.

▼ **Manual file name definition**

**1** Select a destination.

**2** Open the 'File' menu and select 'Properties'.
The 'Destination properties' screen displays (see Figure 61 on page 122).

**3** Select or clear the check box 'Add correct file extension' to add or leave out
the file extension. Set the file extension in the Océ Settings Editor.

**4** Enter a name in the 'Base name' text box.
Remove the '###' part, this part is used for automatic file naming. You can put
dots in the 'Base name'.

**5** Click 'Apply' to accept the destination properties.
The 'Destination properties' screen stays open and is ready for the next
scan-to-file action after the current original is scanned.

**6** Scan the original.

**7** Repeat steps 4, 5 and 6 for each original.

# Scanned files

The right pane of the Océ Scan Manager contains the scanned files and
additional information about the files. You can view, print and delete these
files. You can also view the file properties.

▼ **View a scanned file**

**1** Select a file in the right pane.

**2** Open the 'File' menu and select 'View' or click the 'View' button on the
toolbar (see figure 64).



[64] 'View' button on the toolbar

Océ View Station LT (see 'Océ View Station LT®' on page 131) starts up and
displays the file.
When you enable 'Automatic view' on the Océ Scan Manager, Océ View
Station LT starts up automatically after scan to file.

**Note:** *When you scan to file the controller Océ View Station LT starts
automatically, showing the result of the scan.*

▼ **Print a scanned file**

   **1** Select a file in the right pane.

   **2** Open the 'File' menu and select 'Print' or click the 'Print' button on the toolbar (see figure 65).



[65] 'Print' button on the toolbar

The selected file will be printed with the default settings as defined in the Océ Settings Editor.

▼ **Delete a scanned file**

   **1** Select a file in the right pane.

   **2** Open the 'File' menu and select 'Delete' or click the 'Delete' button on the toolbar (see figure 66).



[66] 'Delete' button on the toolbar.

The selected file will be deleted.

▼ **View properties of a scanned file**

**1** Select a file in the right pane.

**2** Open the 'File' menu and select 'Properties' or click the 'Properties' button on the toolbar (see figure 67).



[67] 'Properties' button on the toolbar.

The following window appears (see ''Scanfile properties' window' on page 128):



[68] 'Scanfile properties' window

**3** Click Ok to close the 'Scanfile properties' window.

▼ **Automatically view a file after scanning**

You can choose to view a file automatically after scanning:

**1** Open the 'System' menu and select 'Auto view'.
When you scan-to-file, Océ View Station LT will start automatically and show the scanned file.

# Manage the temporary store

When you regularly scan originals to a file, many files are created in the temporary store. You can clean up the temporary store manually or automatically.

**To manually delete** the files in the temporary store, select the 'Purge' command from the 'System' menu.

**To automatically delete** the scanned files from the temporary store, you must configure disk cleanup in the Océ TDS860 Settings Editor to use this option. (see 'Find system settings in the Settings Editor' on page 187).

# How to retrieve scanned files

When you scan-to-file your files will be stored in the destination you set. This can be on the local controller or on a remote system. You can retrieve your files from the local controller via File Transfer Protocol (FTP) (see figure 69). Also if during scanning to a remote destination something goes wrong, you can retrieve your files from the local controller.

Files scanned to a local destination are stored in the directory of the controller. You can retrieve your files from the local host via File Transfer Protocol (FTP). FTP can be done:

**1** via an internet browser
**2** an FTP application, or
**3** via a command line prompt.
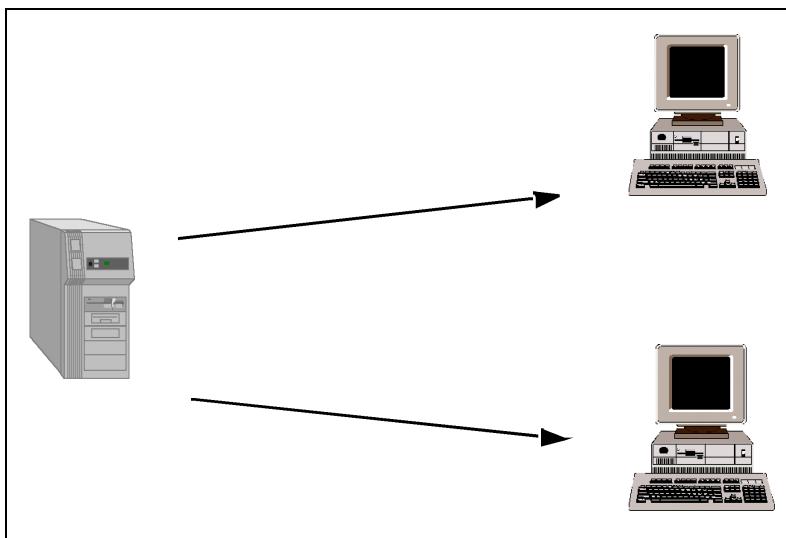


[69] How to retrieve scan files

▼          **Retrieve files via an FTP command line promp**t

**1** Launch an FTP client.
**2** Enter the 'ftp' command.
   A DOS box now appears with the FTP prompt.
**3** Enter the 'Open' command followed by either the registered name of the Océ
   Power Logic® Controller or the IP address (for example: 194.2.66.146) to
   connect to the Controller and press Enter: 'open 194.2.66.146'.

**Note:** *Instead of performing steps 2 and 3 you could also enter "ftp host_name" in the FTP client.*
The connection with the Controller is now established and a window appears asking you for a user name.

**4** Enter your user name 'anonymous', and enter as your password also 'anonymous'.
A connection is now set up for the default user 'anonymous'.
**Note:** *As there is no registered user, you can simply press Enter to initiate the connection.*

**5** Set the transmission mode to binary by entering 'binary'.

**6** Go to the 'tempstore' directory using the following command: 'cd tempstore\'.

**7** Go to the 'scan' directory if you want to retrieve a file from a destination on the local host,
or
go to the 'unsent' directory if you want to retrieve a file from 'unsent' folder on the local host.

**8** Get the data file (for example: bugatti.tif) via the 'get' command:
'get bugatti.tif'.
Quit FTP by entering the 'bye' command.
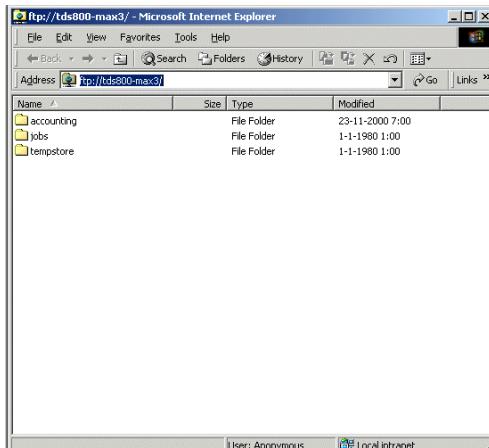


[70] The ftp directories on the Océ TDS860

# Océ View Station LT®

With Océ View Station LT you can view your scanned files. This can be automatic (see 'Automatically view a file after scanning' on page 128) after scanning or via Océ Scan Manager (see 'Print a scanned file' on page 127).

Océ View Station LT has the following menu's (see figure 71):
- File
- View
- Preference
- Help
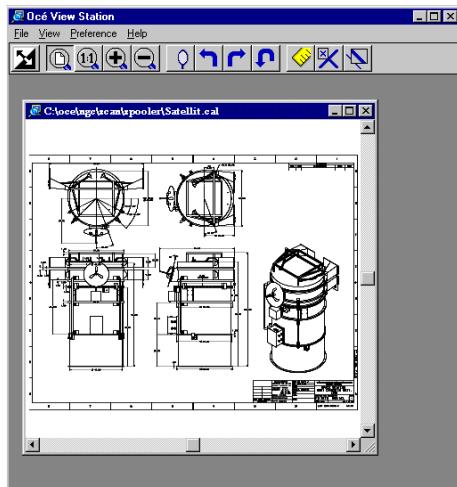


[71] Océ View Station LT

# Menu options

| File menu | |
|---|---|
| Command | What does it do |
| Close | Closes the active document. |
| Properties | Provides information about the scanned document. Allows the operator to change certain properties of the document. |

| View menu | |
|---|---|
| Command | What does it do |
| Fit | Scales the image to fill the window. |
| 1:1 | Displays the image at a 1:1 scale factor. |
| Magnify | Zooms into the page. |
| Reduce | Zooms out of the page. |
| Refresh | Redraws all windows displaying the active document. |
| Invert | Reverses the black and white parts of the image. |
| Mirror | Mirrors the image. |
| Rotate 90 CCW | Rotates the image 90 degrees counterclockwise. |
| Rotate 90 CW | Rotates the image 90 degrees clockwise. |
| Rotate 180 | Rotates the image 180 degrees. |
| Sample | When active, displays only a sample of bilevel raster pixels. |
| Negate | Reverses the raster image pixels on display and changes which are dominant for scaling. |
| Scale to gray | When active, displays the active bilevel raster image as though it were a grayscale image. |
| Monochrome | An image or screen having only background and foreground colors. Same as black-and-white or bilevel. |

| Preference menu | |
|---|---|
| Command | What does it do |
| View ribbon | View Ribbon displays and removes the ribbon that contains buttons. The View Ribbon appears, by default, below the menu bar. It serves as a fast means of selecting some File, View, and Preference menu commands. |
| Status bar | Status Bar displays and removes the Status Bar at the bottom of the Océ View Station LT window. The Status Bar displays the pointer coordinates and a status line. |

| Preference menu (continued) | |
|---|---|
| Command | What does it do |
| Reference | Reference displays or removes a small, usually floating window. This window displays the entire current page in miniature. The crossed box inside the Reference window indicates which part of the page is displayed in the document window. By moving or resizing the crossed box, you change which area of the page is displayed. |
| Detail | Displays or removes the Detail window. |
| Measurement | When active, it allows you to measure lines and areas on the image. |

| Help menu | |
|---|---|
| Command | What does it do |
| About | Shows information about Océ View Station LT. |

# Function buttons

Below the menu's there are function buttons in a ribbon. This ribbon can be turned on and off (see 'View ribbon' on page 132).



[72] Function buttons in Océ View Station LT

Figure 72 displays the buttons:
1  Invert: Reverses the black and white parts of the image.
2  Fit: Scales the image to fill the window.
3  1:1: Displays the image at a 1:1 scale factor.
4  Magnify: Zooms into the page.
5  Reduce: Zooms out of the page.
6  Mirror: Mirrors the image.
7  Rotate 90 CCW: Rotates the image 90 degrees counterclockwise.
8  Rotate 90 CW: Rotates the image 90 degrees clockwise.
9  Rotate 180: Rotates the image 180 degrees.
10  Measurement When active, allows you to measure lines and areas on the image.
11  Reference. This small floating window displays the entire current page in miniature for reference.
12  Displays or removes the Detail window.

# View error

When the memory is almost full it can occur that the viewer does not show the scanned file. Instead it shows a red border with a red cross (see figure 73).
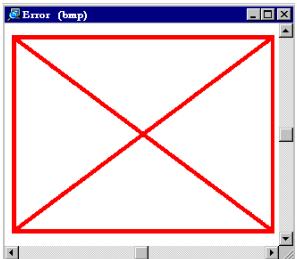


[73] Error view in Océ View Station LT

# Chapter 6
# Special copy and scan jobs

*This chapter contains a description of special jobs and describes how to improve the output quality.*

# Non-standard size originals (Océ TDS800 scanner)

The Océ TDS800 scanner automatically detects the width of the inserted original. For DIN sizes, for example, it detects whether the width is A0, A1, A2, A3, A4, 500 mm, or 700 mm. The Océ TDS800 scanner system uses a memory table that contains all standard width - standard length combinations to predict the length of the original. The scanner also measures the real length of each original while it is transferred through the scanner.

**Note:** *When you scan thick, thin or damaged originals or originals in a carrier sheet, it is recommended to use the output at the rear side of the scanner to ensure correct delivery (see 'Define settings for the next original' on page 66).*

## The scan width

To prevent the loss of information when you scan a non-standard original, you can select the 'non-standard' scan width. The scanned width will then be larger than the original width. It is also possible to define the scanned width and length yourself.

▼ **Defining the scan width**

1 Open the 'Sheet' card in the 'Original' section.
2 Press 'Scan width' to select the required setting:
   ■ Standard. This option must be used to scan a standard-size original.
   ■ Non-standard. This option can be used to scan a non-standard original. The scanned width will be larger than the original width (to the next larger standard size), to prevent information loss.
   ■ Numeric. Define the scan width with the arrow keys or the numeric keys.
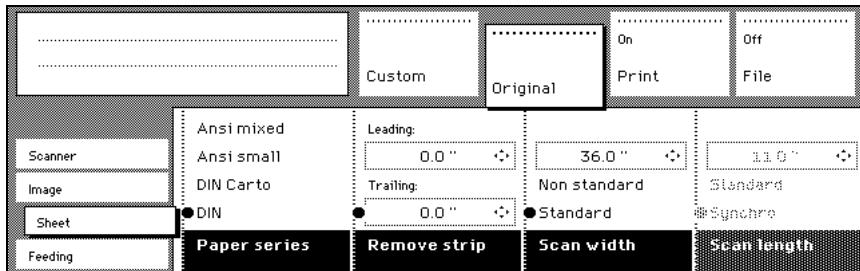
[74] Selecting 'Non-standard' scan size

## The copy size

The copy width depends on the selected roll and the custom defined scan width. The copy length depends on the selected cut option.

▼ **Copy non-standard size originals**

1 Select 'auto roll' on the printer operator panel.
   The scanner scans wider than the original. No information is lost.
2 Open the 'Sheet' card in the 'Print' section on the scanner operator panel (see figure 75).
3 Press the 'Cut length' function key to select the required cut option:
   - Standard, the print length corresponds to a standard format, depending on the media width. When you use 'Standard cut' information loss can occur.
   - Synchro, the system cuts at the measured length of the original times the zoom factor. The minimum length is 279 mm or 11 inch. When you use 'Synchro cut' information loss will not occur.
   - Custom (numeric), which cuts copies on a specified length. You can define the copy length yourself, using the arrow keys or the numeric keys.
4 Feed the original
5 Press 'Start'.
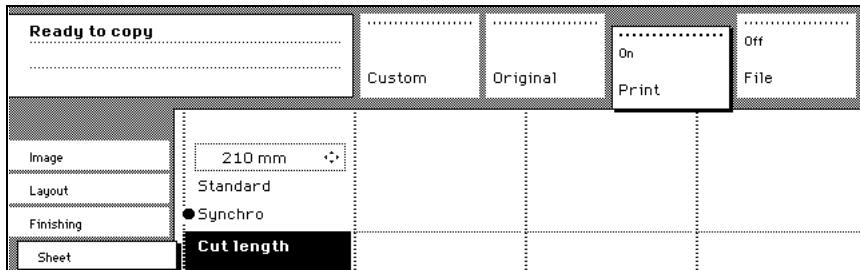


[75] Define the cut length

# Scanning originals with filing strip

**Left hand side**   You can adjust the original guide of the scanner to remove a filing strip along the left hand side (in the feed direction, face-up). This side can be reduced by up to 60 mm (see figure 76).



**Left hand side
- 40 mm**          **Left hand side
+20 mm**
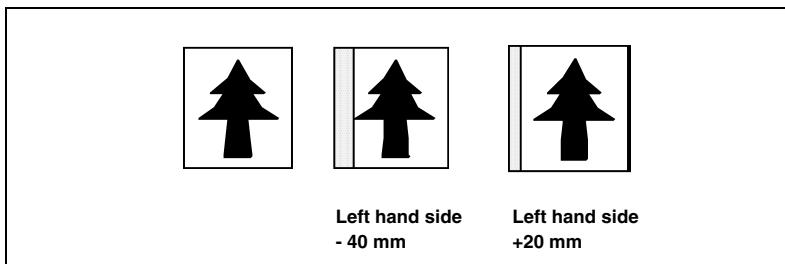
[76] Example of adjusting the left hand side of an original

▼       **Copying with removed filing strip along the left hand side**

**1** Press the handle underneath the original guide, and move it to the right.
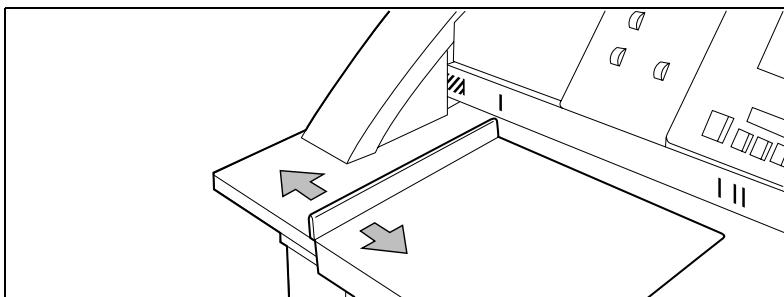


[77] Adjusting the original guide to add or remove a filing strip along the left hand side

**2** Make all required settings.
**3** Insert the original face up, left aligned with the original guide on the original feed table.

**Right hand side**   You can also remove the filing strip along the right hand side (in the feed direction, face-up) by selecting a specific roll. If the paper width of the original is larger than the paper width of the selected roll, the remaining part on the right hand side will not be scanned.

▼ **Copying with removed filing strip along the right hand side**

**1** Select one of the roll selection keys on the operator panel.

**2** Select the 100% key.

**3** Make sure the 'auto zoom', 'auto roll', and 'Scan width' are not selected.

**4** Make other settings as required.
Feed the original.

**Leading and trailing strip**   It is possible to adjust the length of both the leading and trailing strips to eliminate or add a filing strip. Leading and trailing strips can be extended up to 400 mm or shortened up to 400 mm (see figure 78).
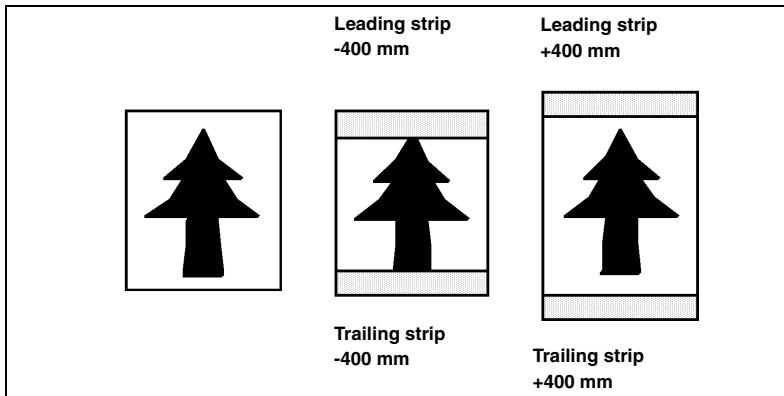


[78] Example of adjusting the leading and trailing strips of an original

▼ **Copy with removed filing strips along the leading and trailing strip**

1 Open the 'Sheet' card in the 'Original' section.
2 Press the 'Remove strip' function key.
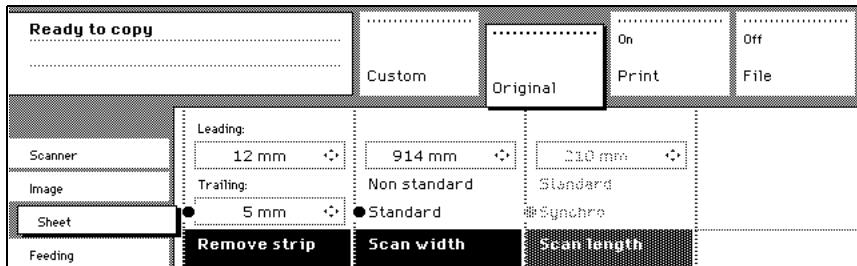


[79] Removing strip

3 Adjust the values for the trailing strip using the numeric or arrow keys.
4 Press the 'Remove strip' function key again.
5 Adjust the values for the leading strip using the numeric or arrow keys.
6 Make other settings as required.
7 Feed the original.

▼ **Copy with added filing strips along the leading and trailing strip**

1 Open the 'Layout' card in the 'Print' section.
2 Press the function key 'Add strip' function key.
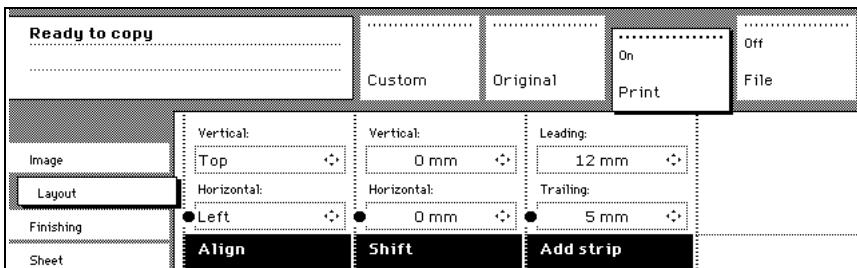


[80] Adding strip

3 Adjust the values for the trailing strip using the Numeric or Arrow keys.
4 Press the function key 'Add strip' again.
5 Adjust the values for the leading strip using the Numeric or Arrow keys.
6 Make other settings as required.
7 Feed the original.

# Non-standard size originals (Océ TDS600 scanner)

The Océ TDS600 scanner automatically detects the width of the inserted original. For DIN sizes, for example, it detects whether the width is A0, A1, A2, A3, A4, 500 mm, or 700 mm. The Océ TDS600 scanner system uses a memory table that contains all standard width - standard length combinations to predict the length of the original. The scanner also measures the real length of each original while it is transferred through the scanner.

**Note:** *When you scan thick, thin or damaged originals or originals in a carrier sheet, it is recommended to use the output at the rear side of the scanner to ensure correct delivery (see 'Define settings for the next original' on page 66).*

## The scan width

To prevent information loss when copying a non-standard original, you can select the 'non-standard' scan width. The scanned width will then be larger than the original width. It is also possible to define the scanned width and length yourself.

▼ **Define the scan width**

1 Open the 'Sheet' card in the 'Original' section.
2 Press 'Scan width' to select the required setting:
   - Standard. This option must be used to copy a standard-size original.
   - Non-standard. This option can be used to copy a non-standard original. The scanned width will be larger than the original width (to the next larger standard size), to prevent information loss.
   - Numeric. You can define the scan width yourself, using the higher/lower keys or the numeric keys.
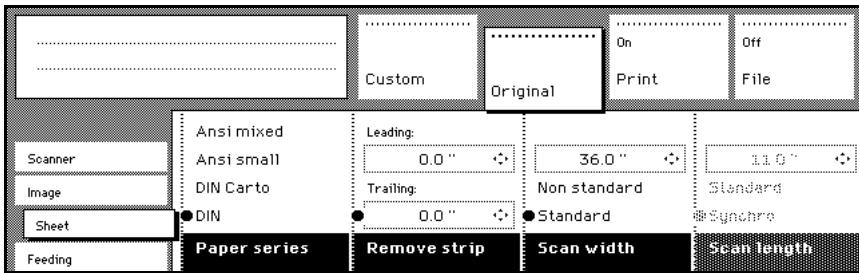
[81] Selecting 'Non-standard' scan size

## The copy size

The copy width depends on the selected roll and the custom defined scan width. The copy length depends on the selected cut option.

▼ **Copy non-standard size originals**

1 Open the 'Sheet' card of the 'Print' section
2 Use the function key to select 'Media'
3 Select 'Automatic', or select the roll or sheet feeder with the correct width.
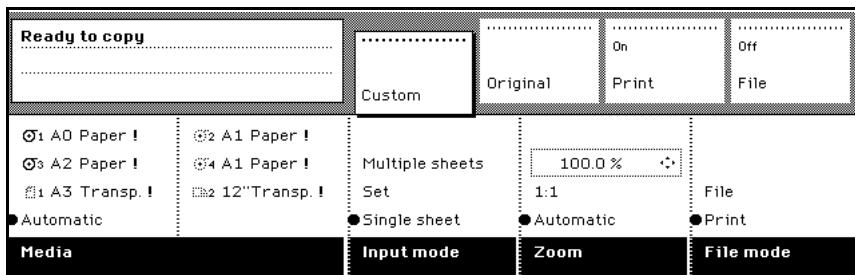


[82] Selecting roll or sheet feeder in the 'Custom' section

**Note:** *The media can also be selected directly from the 'Custom' section.*

4 Press the 'Cut length' function key to select the required cut option:
■ Standard, which cuts copies at a standard length.
■ Synchro, which cuts copies at the end of the image. The system cuts at the measured length of the original times the zoom factor.
■ Custom (numeric), which cuts copies on a specified length. You can define the copy length yourself, using the arrow keys or the numeric keys.
5 Make other settings as required.
6 Feed the original.
Refer to table chapter , 'Standard folding settings' on page 227 for more information about folding copies of non-standard sized originals.

# Scanning originals with filing strip

**Left hand side**   You can adjust the original guide of the scanner to remove a filing strip along the left hand side (right hand side in the feed direction, face-down). This side can be reduced by up to 60 mm (see figure 76).
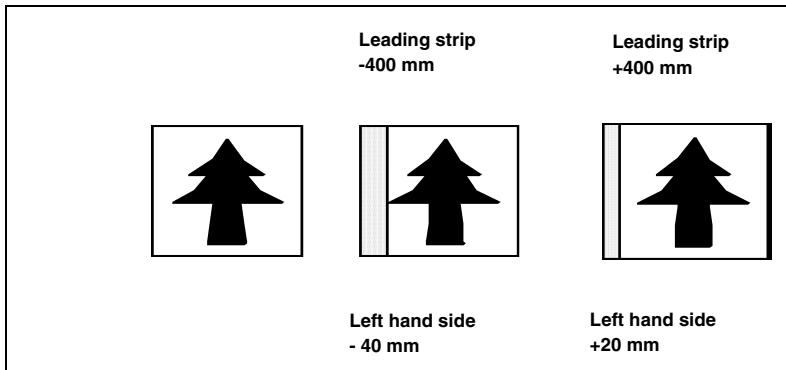


Leading strip
-400 mm

Leading strip
+400 mm

Left hand side
- 40 mm

Left hand side
+20 mm

[83] Example of adjusting the left hand side of an original

▼   **Copying with removed filing strip along the left hand side**

1   Press the handle underneath the original guide, and move it to the right.



[84] Adjusting the original guide to add or remove a filing strip along the left hand side
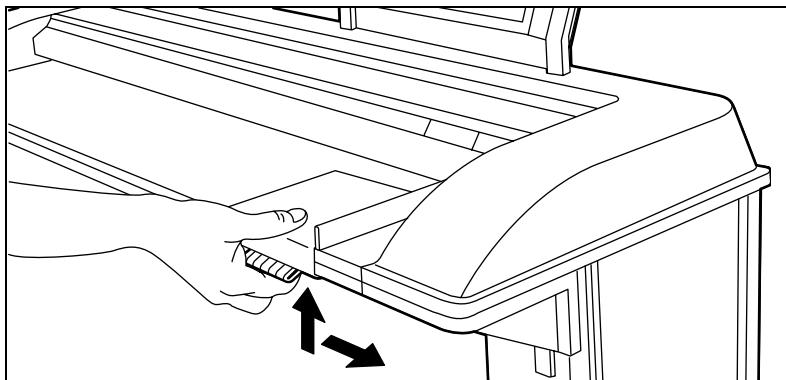
2   Make all required settings.

3   Insert the original face down, right aligned with the original guide on the original feed table.

**Right hand side** You can also remove the filing strip along the right hand side (left hand side in the feed direction, face-down) by selecting a specific roll or sheet feeder. If the paper width of the original is larger than the paper width of the selected roll or sheet feeder, the remaining paper part on the right hand side will not be scanned (see figure 85).



**Face up:**
**Right hand side**
**- 40 mm**

**Face down:**
**left hand side in feed**
**direction**
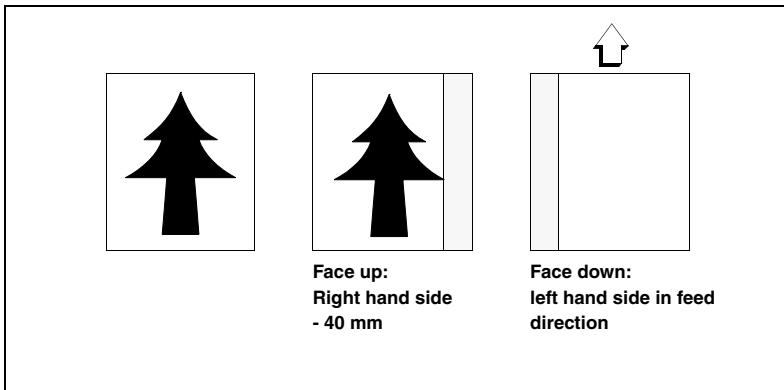
[85] Example of removing the right hand side of an original

▼       **Copying with removed filing strip along the right hand side**

1 Select the required media in the 'Custom' section on the operator panel.
2 Select the 100% value for the 'Zoom' function.
3 Make other settings as required.
4 Feed the original.

**Leading and trailing strip**   It is also possible to adjust the length of both the leading and trailing strips to eliminate or add a filing strip. Leading and trailing strips can be extended up to 400 millimeters (mm) or shortened up to 100 mm (see figure 78).
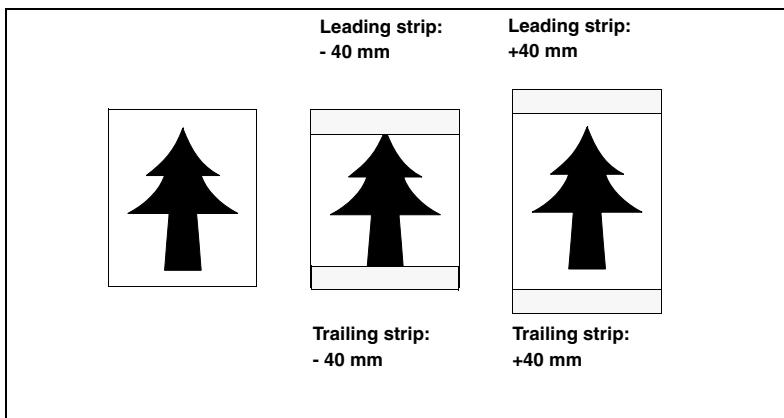


[86] Example of adjusting the leading or trailing strip of an original

▼ **Copy with removed filing strips along the leading and trailing strip**

1 Open the 'Sheet' card in the 'Original' section.
2 Press the 'Remove strip' function key.
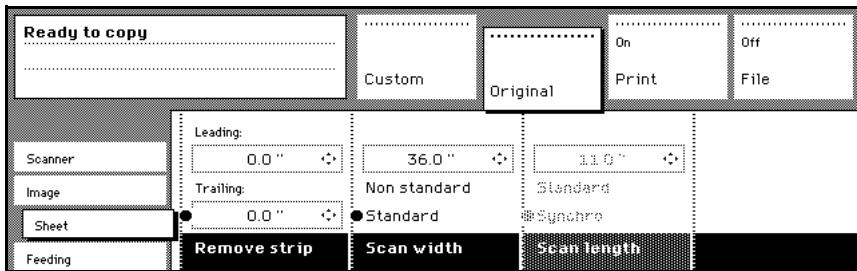


[87] Removing strip

3 Adjust the values in mm for the trailing strip using the numeric or arrow keys.
4 Press the 'Remove strip' function key again.
5 Adjust the values in mm for the leading strip using the numeric or arrow keys.
6 Make other settings as required.
7 Feed the original.

▼ **Copy with added filing strips along the leading and trailing strip**

1 Open the 'Layout' card in the 'Copy' section.
2 Press the function key 'Add strip' function key.
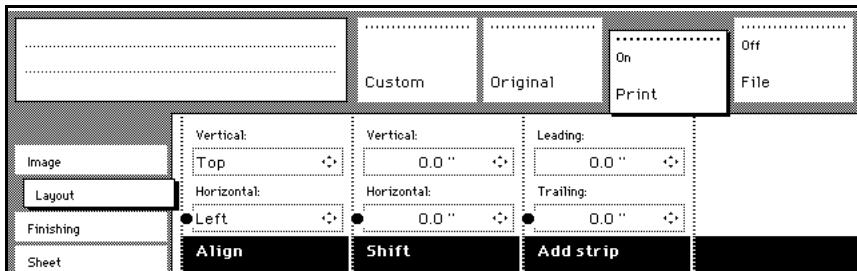


[88] Adding strip

3 Adjust the values in mm for the trailing strip using the numeric or arrow keys.
4 Press the function key 'Add strip' again.
5 Adjust the values in mm for the leading strip using the numeric or arrow keys.
6 Make other settings as required.
7 Feed the original.

▼ **Set the original type of your image**

**1** Press the 'Original type' function key to select the appropriate image type:

- By default 'Lines / text' is selected with 'Background compensation' enabled. This is the most suitable setting for originals that contain characters and line art.
- Press the 'Original type' function key to select 'Photo' when the original consists of a combination of characters, line art and picture images.

**Note:** *If you select 'Photo' or 'Grays&lines', the 'Background compensation' will be switched off automatically by default.*

- Press the 'Original type' function key to select 'Grays & lines' when the original contains many gray scales and lines.
- Press the 'Original type' function key to select 'Blue print' when you want to copy an original with an image in 'negative' (image in white on dark background). The copy will be 'positive' (image in black on white background).
- Press the 'Original type' function key to select 'Printed matter' when you want to copy an original that is already a print itself, containing raster information.
- Press the 'Original type' function key to select 'Dark orig' when the original has an extremely dark background (i.e. low contrast).
- Press the 'Original type' function key to select 'Cut & paste' when the original contains paste edges.

**2** Make other settings as required.
**3** Feed the original.

# Improving the image quality (Océ TDS800 scanner)

Improve the image quality by modifying the exposure, or by making use of special functions like automatic background compensation or setting the type of image you want to copy.

## Brightness

You can change the brightness of a print or copy by modifying the exposure of the scanner. The exposure can be set to lighter and darker.

▼ **Set the exposure**

**1** Press the up and down keys next to the exposure indicator on the scanner operator panel to adjust the exposure.
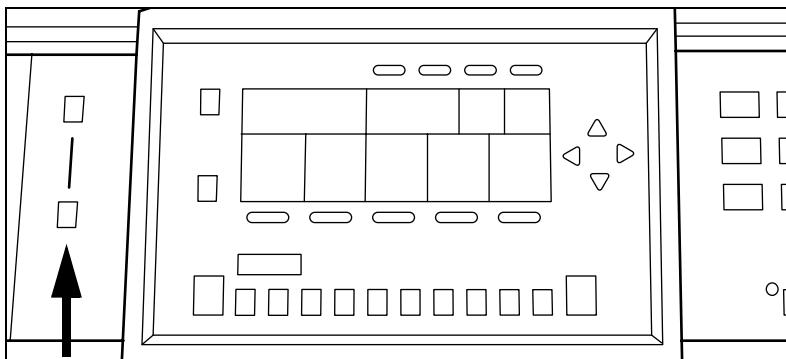


[89] The exposure keys and the exposure indicator

# Automatic background compensation

The automatic background compensation will provide a good quality output from a large variety of originals. The automatic background compensation setting ensures the production of background-free output of most line drawings.
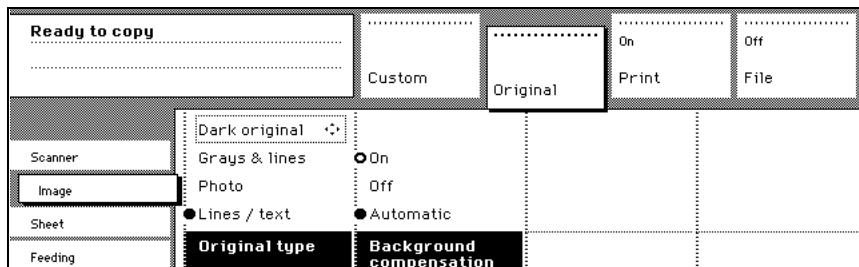


[90] Image settings

▼ **Set the automatic background compensation**

  **1** Open the 'Image' card in the 'Original' section.
  **2** Press the 'Background compensation' function key if this function is disabled.

When you scan extremely light or dark originals, or originals with uneven background density, the result may not meet your requirements (e.g. too much background). In these cases you can manually adjust the brightness (see figure 89).

**Original type**  The Océ TDS800 Scanner allows you to adjust the exposure setting according to the type of image on the original. There are five original types available. Select a suitable mode according to the original (see Figure 90 on page 149).

▼ **Set the original type of your image**

1 Press the 'Original type' function key to select the appropriate image type:

■ Press the 'Original type' function key to select 'Lines / text'. Use 'Lines / text' for originals which contain characters and line art. By default 'Lines / text' is selected with 'Background compensation' enabled.

■ Press the 'Original type' function key to select 'Photo' for the enhanced photo mode for originals which contain photographic matter. Use 'Photo' for originals which contain picture images.

■ Press the 'Original type' function key to select 'Grays&lines' when the original contains many grayscales and lines. Use 'Grays&lines' for GIS originals and maps.

**Note:** *'Background compensation' is turned off for 'Photo' and 'Grays&lines'.*

■ Press the 'Original type' function key to select 'Printed matter'. Use 'Printed matter' for printed originals containing a raster, for example coming from offset printing. 'Printed matter' eliminates the Moiré effect.

■ Press the 'Original type' function key to select 'Blueprint' when you want to scan an original with an image in 'negative' (image in white on dark background). The output will be 'positive' (image in black on white background).

■ Press the 'Original type' function key to select 'Dark original' when the original has an extremely dark background (i.e. low contrast).

■ Press the 'Original type' function key to select 'Cut & paste' when the original contains paste edges.

2 Make other settings as required.

3 Feed the original.

# Improving the image quality (Océ TDS600 scanner)

You can improve the image quality by modifying the exposure setting, or making use of special functions. You will learn how to switch automatic background compensation on and off, how to use the lighter and darker keys to achieve the best possible copy quality, or how to adjust the brightness based on the type of image you want to copy.

## Brightness

You can change the brightness of a print or copy by modifying the exposure of the scanner. The exposure can be set to lighter and darker.

▼ **Set the exposure**

1 Press the 'Exposure' function key and use the arrow keys to set the exposure as desired.
The Up and Down arrow keys can be used to gradually increase or decrease the exposure setting; the Left or Right arrow keys can be used to go to the highest or lowest available exposure level at once. If you want to go from any negative value to the highest possible positive value, or vice versa, you have to press the appropriate Left or Right key twice.

# Automatic background compensation

The automatic background compensation will provide a good quality copy from a large variety of originals. The automatic background compensation setting, which is switched on (by default), ensures the production of background-free copies of most line drawings.
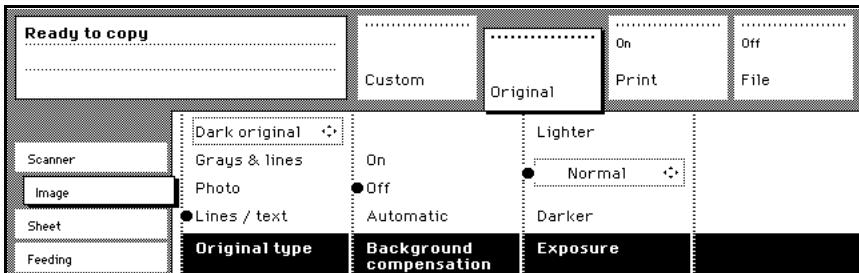


[91] Brightness settings

▼ **Set the automatic background compensation**

**1** Open the 'Image' card in the 'Original' section.

**2** Press the 'Background compensation' function key if this function is disabled.

When copying extremely light or dark originals, or originals with unequal background density, the result may not meet your requirements (e.g. too much background). In these cases you can manually adjust the brightness (see figure 90).

**Original type** The Océ TDS600 scanner allows you to adjust the exposure setting according to the type of image on the original. There are six original types available. Select a suitable mode according to the original (see Figure 90 on page 149).

▼ **Set the original type of your image**

1 Press the 'Original type' function key to select the appropriate image type:

- By default 'Lines / text' is selected with 'Background compensation' enabled. This is the most suitable setting for originals that contain characters and line art.
- Press the 'Original type' function key to select 'Photo' when the original consists of a combination of characters, line art and picture images.

**Note:** *If you select 'Photo' or 'Grays&lines', the 'Background compensation' will be switched off automatically by default.*

- Press the 'Original type' function key to select 'Grays & lines' when the original contains many gray scales and lines.
- Press the 'Original type' function key to select 'Blue print' when you want to copy an original with an image in 'negative' (image in white on dark background). The copy will be 'positive' (image in black on white background).
- Press the 'Original type' function key to select 'Printed matter' when you want to copy an original that is already a print itself, containing raster information.
- Press the 'Original type' function key to select 'Dark orig' when the original has an extremely dark background (i.e. low contrast).
- Press the 'Original type' function key to select 'Cut & paste' when the original contains paste edges.

2 Make other settings as required.
3 Feed the original.

# Editing functions

The scanner has editing functions. You set the functions before you scan the original.

**Note:** *You can select only one edit function at a time.*

## Auto align

To align the image automatically to a side of the print you can use the alignment functions of the scanner. Alignment is possible in the following ways (see figure 92):
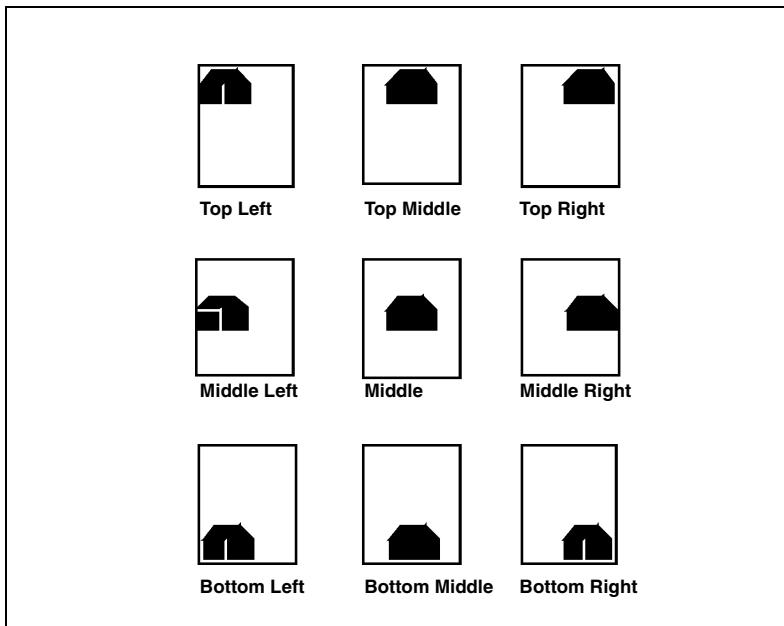


[92] Auto align options with standard cut option active

▼ **Select default settings for auto shifting with standard cut option**

You must enable standard cut length to get output like the one in the example of illustration 92 above. With 'Standard cut' the print length corresponds to a standard format, depending on the media width. When you use 'Standard cut' information loss can occur.

**1** Open the 'Layout' card in the 'Copy' section.
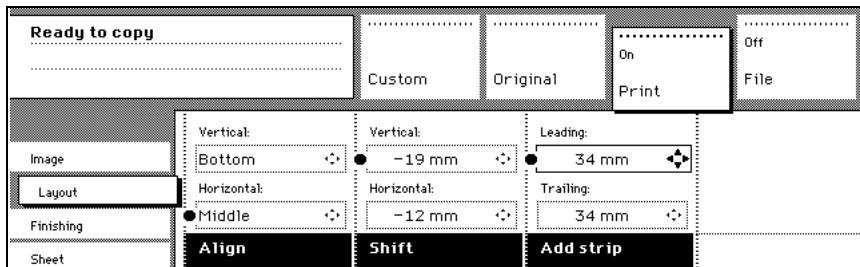


[93] Automatic shift with the 'Align' function

**2** Press the 'Align' function key and select a horizontal alignment value (Left, Middle or Right) with the Arrow keys.

**3** Press the 'Align' function key again and select a vertical alignment value (Top, Middle, or Bottom) with the Arrow keys.
**Note:** *If you select 'Middle', make sure the original width is properly specified as described in the section about 'The scan width' on page 136:*
- ■ 'Standard' if a standard sized original is used
- ■ The exact original width (numeric) if a non-standard sized original is used.

**4** Feed your original.

You must enable synchro cut length to get output like the one in the example of illustration 61. With 'Synchro cut' the system cuts at the measured length of the original times the zoom factor. The minimum length is 279 mm or 11 inch. When you use 'Synchro cut' information loss will not occur.

|  |  |  |
|---|---|---|
| **Top Left** | **Top Middle** | **Top Height** |
| **Middle Left** | **Middle** | **Middle Right** |
| **Bottom Left** | **Bottom Middle** | **Bottom Right** |
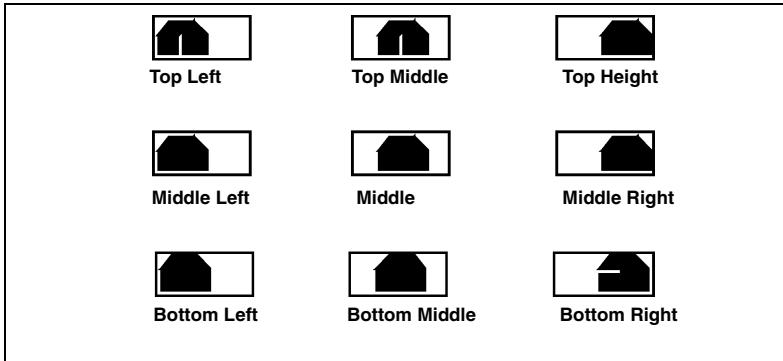
[94] Auto shift options with synchro cut option active

In 'Shift the image' on page 156 you can read how to define the exact place of your image on the page.

# Shift the image

In some cases the margin may be too narrow to accommodate filing strips without loss of information. To avoid this, you can shift the image in horizontal or vertical direction, as shown below.
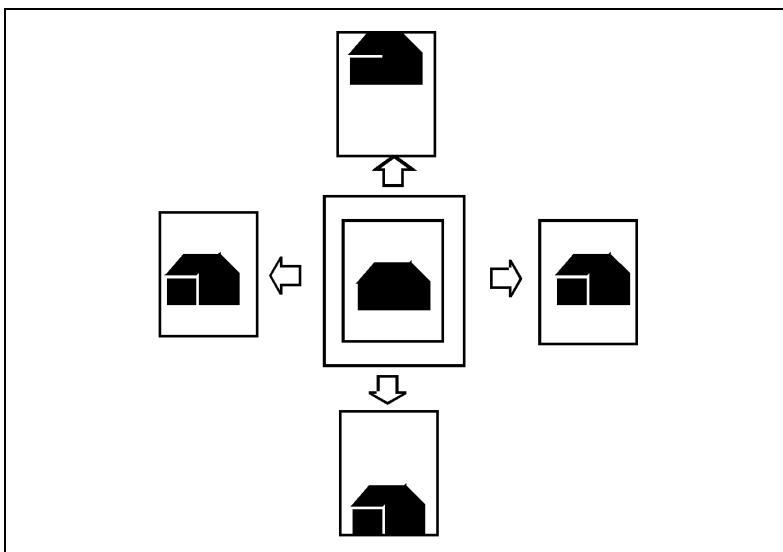


[95] Example of shifting the image

▼ **Shift the image**

1 Open the 'Layout' card in the 'Copy' section.



| Ready to copy | Custom | Original | Print | On | Off | File |
|---|---|---|---|---|---|---|

| | Vertical: | Vertical: | Leading: |
|---|---|---|---|
| Image | Bottom | ● −19 mm | ● 34 mm |
| Layout | Horizontal: | Horizontal: | Trailing: |
| Finishing | ● Middle | −12 mm | 34 mm |
| Sheet | **Align** | **Shift** | **Add strip** |
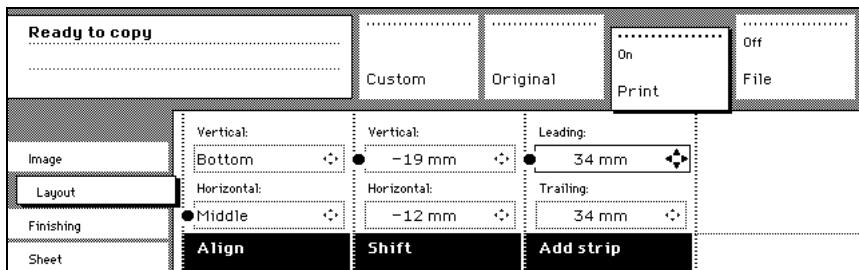
[96] Image shift

2 Press the 'Shift' function key and select a horizontal shift value by pressing the numeric or arrow keys until the required distance is set to shift the image to the left or to the right.

3 Press the 'Shift' function key again and select a vertical shift value by pressing the numeric or arrow keys until the required distance is set to shift the image upwards or downwards.

4 Make other settings as required.

5 Feed the original.
**Note:** *You can use horizontal and vertical shift at the same time.*

# Mirror image

With the scanner you can make a mirror image copy of an original, as shown in the next figure:
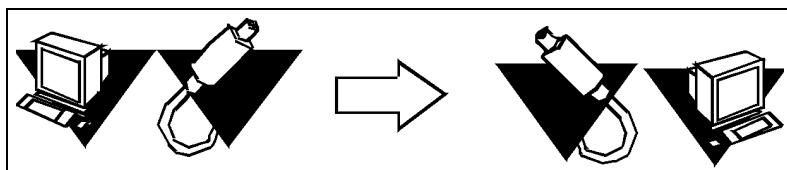


[97] Example of a mirror-image copy

▼ **Make mirror image copy**

   **1** Open the 'Image' card in the 'Print' section.

| Ready to copy | | | On | Off |
|---|---|---|---|---|
| | Custom | Original | Print | File |

| | | | | |
|---|---|---|---|---|
| Image | 100.0 % | ⊠ | | |
| Layout | 1:1 | ● On | | |
| Finishing | ● Automatic | Off | | |
| Sheet | **Zoom** | **Mirror** | | |
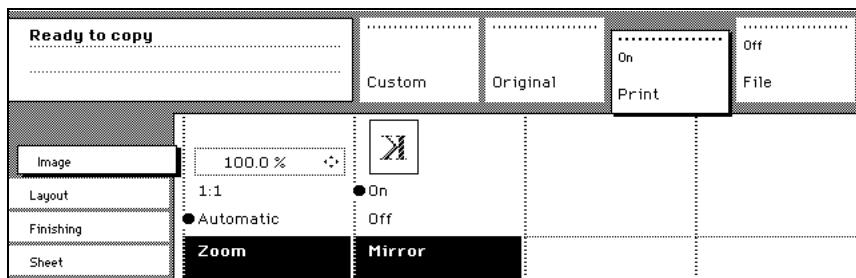
[98] Mirror image

   **2** Press the 'Mirror' function key to enable the 'Mirror' function.
Make other settings as required and feed the original.

# Make a set copy

Set copy is an input mode which enables you to make one job out of multiple originals. It is distinguished from the 'Multiple sheets' input mode by the way the job is sorted. See page 63 for a description of the input modes.

▼ **Make a set copy**

1 Open the 'Feeding' card in the 'Original' section.
2 Use the 'Input mode' function key to select 'Set'.
3 Make other settings as required and feed the original.
4 Press the green Start key to start the copy job.
 Your original is fed into the scanner. The printer starts.
5 Feed the other originals that make up your set.
 When 'Automatic feed' is enabled, you do not have to press the green Start key everytime you feed an original.
6 When all originals are scanned, press the green Start key to close the set.
7 When you want to abort your job, press the red Stop key. When you press the red stop key, the entire job is deleted.

# Océ Matrix Logic® introduction

## What is Océ Matrix Logic

Océ Matrix Logic® is an optional software application for Océ TDS860 multifunction systems. It allows users to easily create different copy set outputs from one set of scanned originals.

Matrix Logic copying of a set is based upon storing the entire set of scanned originals (up to 100 documents) on the Océ Power Logic controller. You can then apply from 2 to 30 different configurations to that set. The result is that the output from the one set of scanned originals can be printed out up to 30 different ways.

Enable matrix copying with a password in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

## Workflow

Here are the steps to follow to compose and print a matrix job.

**Note:** *Some steps are mandatory whereas others are only optional as mentioned below.*

- Launch Océ Matrix Logic
- Scanning a Matrix Job
- Create a configuration (optional)
- Define settings for the configuration (optional)
- Save the configuration (optional)
- Modify existing configurations (optional)
- Composing an Océ Matrix Logic Job
- Add configurations
- Add banners
- Print
- Reprint

**One scan job is scanned in on the scanner.**

**Configurations are applied to the scan job.**

**The matrix copy jobs are sent to the printer.**

**The printer prints the matrix jobs**
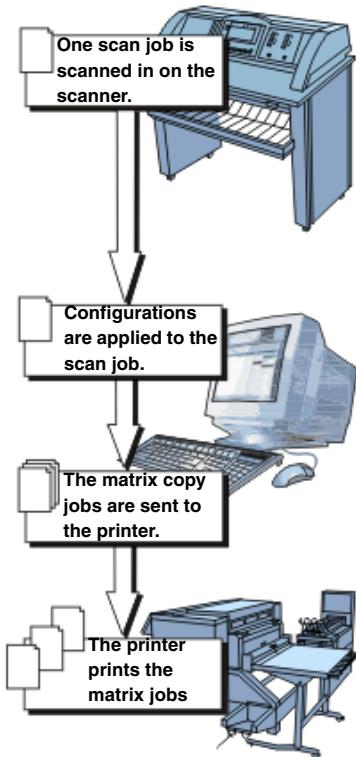
[99] Workflow of Océ Matrix Logic®

# Access Océ Matrix Logic®

Océ Matrix Logic can be accessed from the 'Launcher' window on the Océ Power Logic Controller graphical user interface:



**Note:** *Océ Matrix Logic® can not be accessed via Océ Remote Logic.*

# Use Océ Matrix Logic®

## Matrix composition
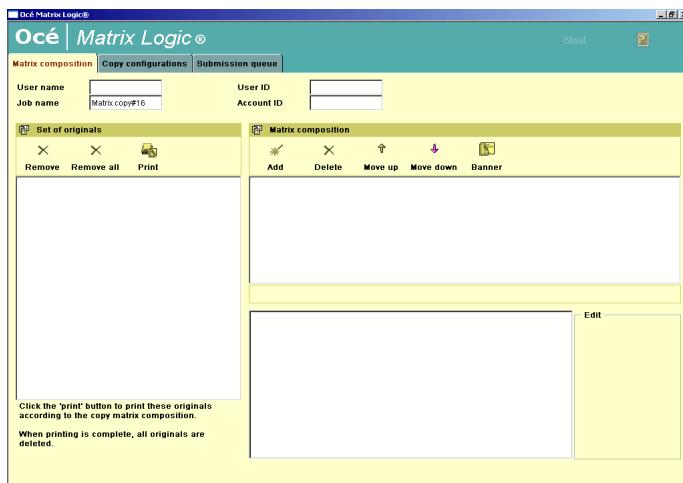


From this tab, you can:

- set 'Job Level' parameters (User name, User ID, Job name, Account ID)
- view a list of the originals (up to 100 originals per job)
- remove originals from the job
- add, delete and manage pre-defined Copy configurations to apply to the Matrix job.
- change settings to applied Copy configurations
- select banners
- initiate the Matrix job printing

# Create a Matrix Job

▼ **Launch Océ Matrix Copy**

1 Using the 'Launcher' on the Power Logic controller graphical user interface, select Océ Matrix Logic.

2 Click on the 'Matrix composition' tab where the set of scanned originals is displayed.

▼ **Prepare the Matrix job**

1 Fill in the 'User name' and 'Job name' fields ('User ID' and 'Account ID' are optional).
**Note:** *If your Océ TDS860 system has Océ Account Logging activated, then the 'User ID' and 'Account ID' will be stored by Océ Account Logging.*

2 Every original in the set that you scanned is assigned a name by Océ Matrix Logic®.

- To remove a specific original from the matrix job, highlight that original by clicking on its name, and then click 'Remove'.
- To remove all the originals from the matrix job, click 'Remove all'.

▼ **Scan your Matrix Job originals**

1 Open the 'Original' section on the scanner-operating panel.

2 Select 'Feeding' card.

3 Once the feeding card is open, use the 'Input mode' button to select 'Matrix copy'.
**Note:** *After you select Matrix copy, the 'File' and 'Print' sections as well as the 'Legend location' and 'Drawing method' cards on the scanner panel are disabled):*
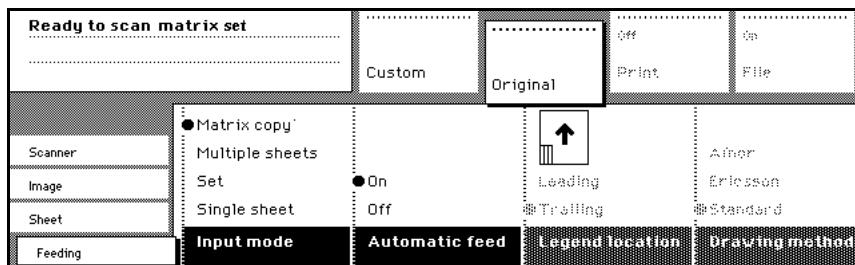


[100] Input mode with Matrix copy selected

4 Scan your entire set of originals (up to 100 originals), and remember to press the green start button to close the set when you are done.

# Add configurations

You can add predefined copy configurations to your Matrix Job. These configurations are created in the 'Copy configurations' tab (see 'Copy configurations' on page 168).

▼    **Add configurations to your Matrix Job**

   **1** Click 'Add' in the 'Matrix composition' window. The 'Select a copy configuration' window appears:
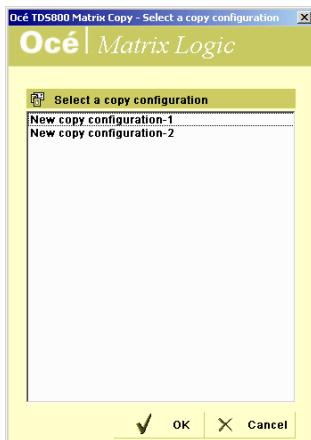


   **2** Select one or several configurations to apply to the job (up to 50).
   **3** Click 'OK':
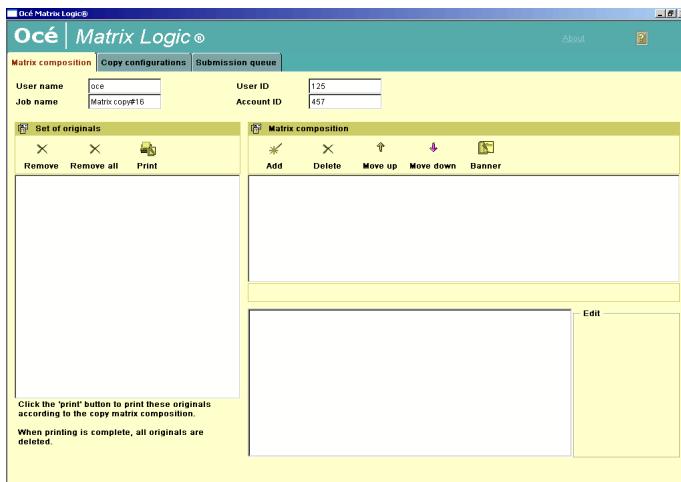
The ' Matrix composition' window now contains the configurations selected for the matrix job. The user may want to make changes to any particular configuration selected for this job. This can be done in the edit window.

▼  **Modify configurations from the Matrix Composition window**

**1** From the Matrix Composition section, highlight the configuration to modify. The settings are displayed.

**2** Click the setting to modify. The value of the setting is displayed in the 'Edit' field.

**3** Change the value.

**4** Repeat steps 2 and 3 for every setting to modify.
**Note:** *When editing a configuration, the change is not permanent. The original settings for that configuration are not changed. They are only changed for the Matrix job being printed at that time.*

**5** Print the Matrix Job (see 'Print the Matrix job' on page 167).

# Print the Matrix job

▼ **Print the Matrix job**

**1** Click 'Print'.

**2** Click the 'Submission queue' tab to follow the submission status:
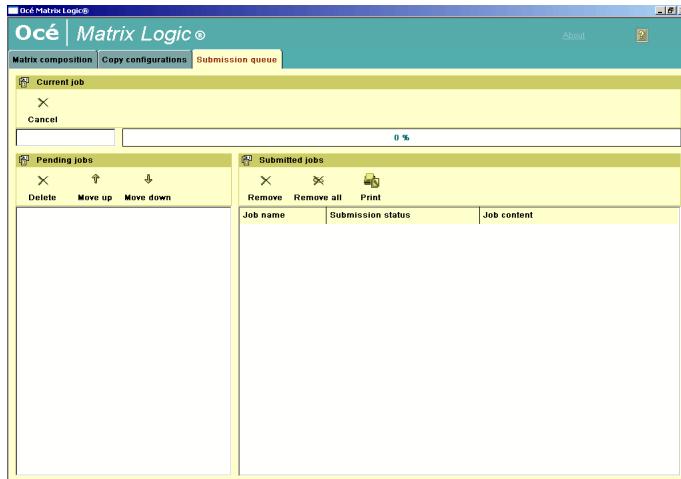


- Current job: displays the progress bar of the job being processed.
- Pending jobs queue: displays the list of jobs that are pending to be submitted (busy printer).
- Submitted jobs queue: displays the list of jobs that have been submitted to the printer.

**3** Click 'Remove' or 'Remove all' or 'Delete' if you want to remove one or several matrix jobs while they are pending or submitted.

**4** Click 'Move up' or 'Move down' in the Pending Jobs queue if you want to change the print order.

# Reprint

▼ **Reprint the Matrix job**

**1** From the Submitted jobs queue, select the Matrix job.

**2** Click 'Print'.

# Copy configurations

Copy configurations are pre-programmed copy settings. These settings are applied to the originals in the matrix job. Users can create and save up to 50 different configurations:
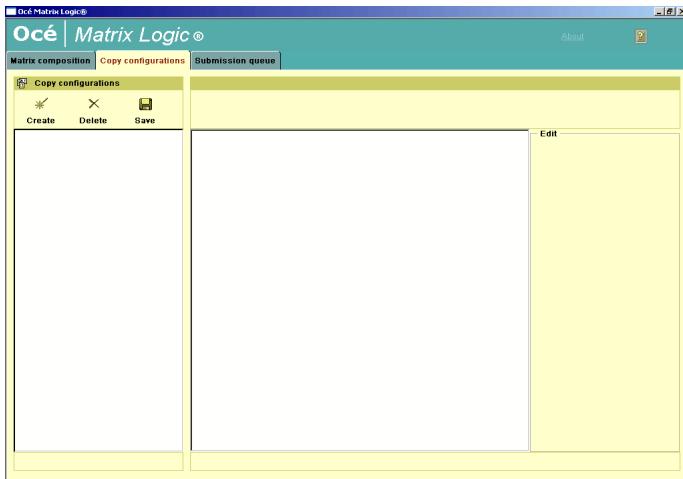


The left side of the Copy configurations tab has the configuration list. This shows all currently saved configurations. Users can create and save up to 50 different configurations. Configurations may be edited when applied to a particular matrix job.

The right side of the screen shows the settings list. These are the available settings that can be stored in a configuration. Using the settings list is similar to using the Settings Editor of the Power Logic controller.

From this tab, you can manage the configurations:

■ create or delete a configuration
■ define or modify settings.
■ save the changes

# Edit configurations

▼ **Create a new configuration**

1 Click 'Create'. A default name is added in the configurations list:
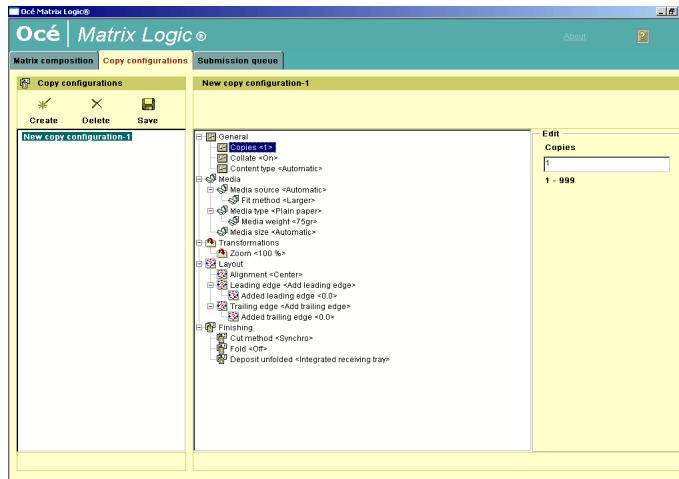


2 Rename the configuration.

3 Type 'Enter' to validate.

4 Define the settings to apply to the configuration (see 'Edit settings' on page 170).

5 Click 'Save'. Successful saving is confirmed with a message.
   **Note:** *If you exit the tab without saving the changes in the configuration, a message asks you whether you want to save, discard or cancel the configuration.*

▼        **Edit settings**

  **1** Select a configuration in the list.
  **2** Select the setting to define or modify. The setting is displayed in the Editing
        zone.
  **3** Select the value to apply to the setting from the scrolling list.
  **4** Repeat steps 2 & 3 with all the settings to edit.
  **5** Click 'Save'.

▼        **Delete a configuration**

  **1** Select a configuration in the list.
  **2** Click 'Remove'.
  **3** Save.

▼        **Save changes**

  **1** Whatever the changes you apply to configurations (Delete, create, edit
        settings), you need to save the changes.
  **2** Click 'Save' to confirm the changes.

# Banners

Banners are extra informative pages added to a job. They list a number of attributes that are set in the Banner Selection Page (company name, logo).

▼   **Define a banner**

1   From the Matrix Composition view, click 'Banners'. The Banner selection page is displayed:
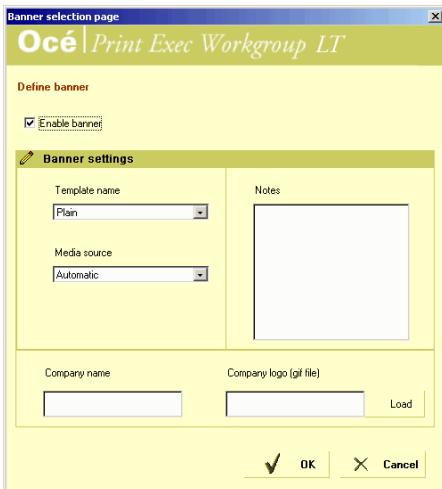


2   Check the 'Enable banner' option.

3   Define the banner settings:
   ■ Template name: Select a banner template.
   ■ Media source: select Automatic or Roll or Tray
   **Note:** *When you select roll or tray, an extra field is displayed to select the roll or tray number.*
   ■ Notes: You can insert notes to your banner in this window. Notes are persistent from one job to another.
   ■ Enter a company name
   ■ Company logo: click the 'Load' button to load your company logo.

4   Click 'OK' to apply the defined banner to the job.

# Chapter 7
# Océ Power Logic®: Settings Editor

*This chapter gives information about the Océ Settings Editor. For details about specific settings refer to the Help on the Océ Settings Editor.*

# Introduction

Use the Océ Settings Editor to set the default settings of the Océ TDS860 according to your companies requirements. 2 types of users can determine settings in the Océ Settings Editor, Key Operators and System Administrators. You can log on as either Key Operator or System Administrator. Key Operators and System Administrators have different rights to determine settings.

# Overview of the Océ Settings Editor

The Océ Settings Editor is one of the controller applications for the Océ TDS860. The Océ Settings Editor allows users and operators to view settings of the system. If authorised, the settings of the system can be modified on the Océ Settings Editor.

With the Océ Settings Editor two groups of settings can be configured:
- Key Operator settings (KO settings)
  The Key Operator settings allow authorised users to configure default settings for the copy jobs, the scan-to-file jobs and the print jobs, default off-line fold settings and scan to file options. With the Key Operator settings also the printer, system and scanner defaults can be set or modified. A subset of the Key Operator settings are the Repro Operator settings. The Repro Operator has no rights to change settings in the Océ Settings Editor. In the Océ Queue Manager and the Océ System Control Panel the repro operator has the same user rights as the Key Operator and System Administrator. See 'User modes' on page 211.
- System Administrator settings (SA settings)
  The System Administrator settings allow authorised users to configure default printer language (PDL) settings and printer pen settings. It also allows the System Administrator to configure system and connectivity settings.

**Note:** *Toggle between the display of Key Operator settings and System Administrator settings in the 'View' menu of the* Océ *Settings Editor.*

**Setting dependencies**  The Océ Settings Editor is used to display and edit a specified group of settings. Some settings are related to other settings. If you want to change settings which have dependencies with other settings you will be prompted with a message. When a setting is changed, the system automatically updates the related settings.

When you change certain settings, like measurement unit or paper series, all related settings are converted to the new setting (with a bullet for the settings that are changed).

[101] Océ Settings Editor
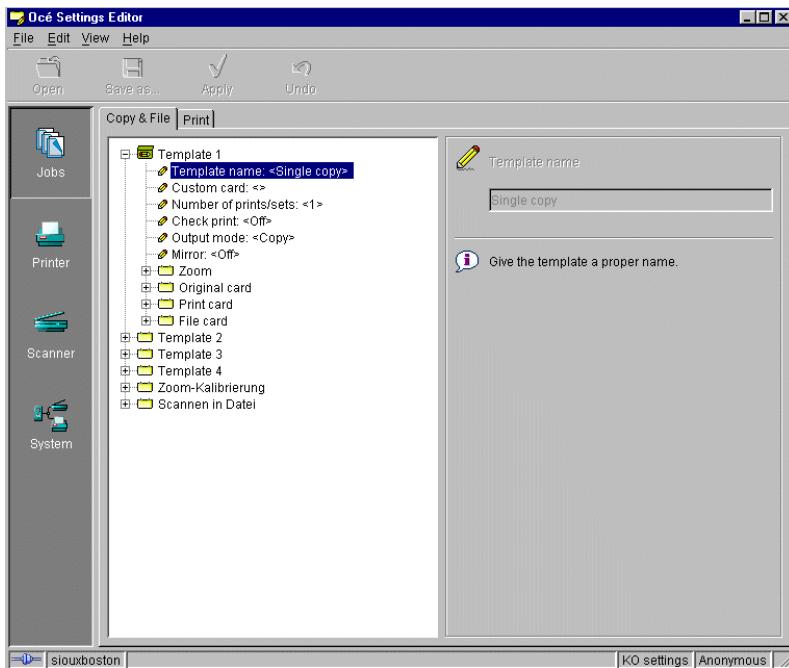
# General structure

The Océ Settings Editor is structured as follows:

- Menu bar
- Top toolbar
- Left toolbar
- Settings area
- Status bar

# Menu bar

The menu bar of the Océ Settings Editor contains the following menus:

**File**   If you select the 'File' menu you can log on as a particular type of user, log off from the previously selected user mode, open an existing setting file, save the current settings to a file, connect to a different controller (only for remote users) or exit the Océ Settings Editor.

**Edit**   If you select 'Options' from the 'Edit' menu, a window is displayed in which you can view your default system and the display languages (first and second) for the Océ Settings Editor application. The 'Automatic logon' option allows you to start the Océ Settings Editor application automatically in the specified user mode.

**View**   The 'View' menu allows you to switch between the display languages as defined in the Edit options window and to toggle between KO settings and SA settings.

**Help**   The 'Help' menu contains the following options:  'Contents of Settings Editor' and 'About Settings Editor'.

File   Edit   View   Help

[102] Menu bar

# Top toolbar

The top toolbar of the Océ Settings Editor contains four control buttons: 'Open', 'Save as', 'Apply' and 'Undo'.

[103] Top toolbar

**Open**   When you click on the 'Open' button, you open a saved file.

**Save as**   All Key Operator and System Administrator settings can be saved in a file. This way you can have different settings for different customers, departments or other situations.

**Note:** *These settings can only be saved in Key Operator or System Administrator mode.*

**Apply**  When you click on the 'Apply' button, the changes you have made become effective. Initially, this button is disabled. It is enabled after the first setting is changed and disabled again after the apply action is performed or after an undo action.

**Undo**  This button restores the settings to the state it was in the last time the settings were applied (and not back to the factory default). Initially, the 'Undo' button is disabled. This button is enabled the moment the first setting is changed. It is disabled after an apply action is performed or after an undo action

# Left toolbar

There are four different buttons available at the left toolbar of the Océ Settings Editor. These are 'Jobs', 'Printer', 'Scanner' and 'System'. Each button provides access to a specific group of settings. By clicking on each of these buttons, you can get access to the settings related to the selected group.

A shadow highlight is used to indicate which button is activated.

[104] Left toolbar

# Settings area

The settings area consists of two parts: a setting tree and an update area.

**Tree structure**  Most settings are displayed using a tree structure. By clicking on the settings, folders can be opened to show all the entries or closed to hide all the entries below these folders.

The settings for system components that are not available are not displayed. So, if you do not have a folder, no folder settings are available. This means that different configurations result in different tree structures.

**Note:** *When a tree item has been changed, this item will be marked with a bullet.*

**Update area**  Select a setting in the tree structure. Edit the setting in the update area.

**Note:** *If the user is not authorised for a particular setting, the update area is grayed out and no changes can be made.*

Note that a few settings, such as basic card and pen settings, are not edited from the tree structure, but are accessed directly from the settings area.

The update area contains some additional information about the selected setting. This includes a brief description of the setting, as well as the minimum, maximum and default values (if applicable).
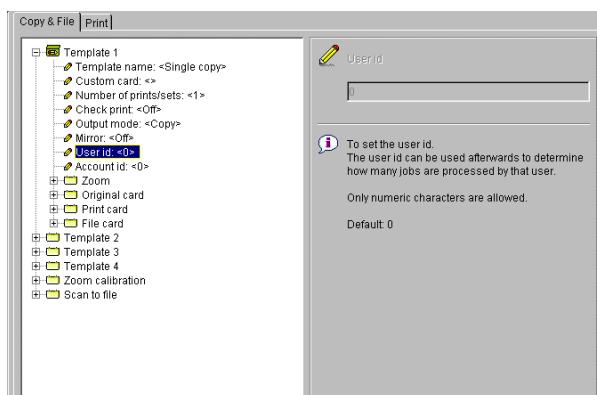


[105] Settings area

# Status bar

The Océ Settings Editor has a status bar displaying the following information (left to right):

- System status (icon for connected or disconnected)
  The following icons are used:

    The Océ Settings Editor is connected to a system.

    The Océ Settings Editor is not connected to a system.

- System name ('localhost' if you are working at the controller)
- User mode (Repro operator, Key Operator, System Administrator or anonymous)
- View mode (KO settings or SA settings).

# Use the Océ Settings Editor

## Key Operator settings

The Key Operator is responsible for correct default settings of the system. These settings include the default settings, and groups of default printer settings for the print jobs, the scan-to-file jobs and the copy jobs.

The Key Operator can define all timer settings, like the panel time out and the sleep mode time out.

**Note:** *Only one Key Operator or System Administrator can log on to the Océ Settings Editor at a time.*

In order to perform special Key Operator functions, you must log on to the Océ Settings Editor as a Key Operator.

As these functions are restricted to a dedicated Key Operator, a password is required to access them. The service engineer will provide this password to you upon installation.

**Note:** *When you are finished, make certain you log off from the Key Operator mode of the Océ Settings Editor to prevent unauthorized use of the Océ TDS860.*

▼ **Make Key Operator settings in the Océ Settings Editor**
1 Maximise the Océ Settings Editor on the screen.
2 log on as Key Operator.
3 Click on one of the top buttons to display the desired group of settings.
4 Select the setting you want to update in the tree structure.
5 Update the setting in the update area, as required.
   **Note:** *A few settings, such as the defaults for the Custom card, are made directly from the tree structure area.*
6 Click on the 'Apply' button.
   The new value is now applied for the setting
   Log off from log off the Key Operator mode when you have finished updating the settings.

# System Administrator settings

The Océ TDS860 System Administrator is responsible for:

- Dithering matrix and Poker settings
- Printer language controller settings
- Pen settings
- Automatic Language Selection (ALS) settings
- Controller identification settings
- Set memory reservation settings
- Connectivity settings.

**Note:** *Poker stands for Portable Kernel. Poker performs automatic interpretation of the host language in which the data from the scanner or in the job ticket is encoded. Poker makes sure that the quality between the input from the printer driver or scanner and the output from the printer is consistent. Poker supports data compression for scan-to-file and changes raw data from the scanner into high level file formats.*

To modify the System Administrator settings you have to access the SA settings in the Océ Settings Editor.

There are two categories of System Administrator settings (see figure 106):

- Printer
- System
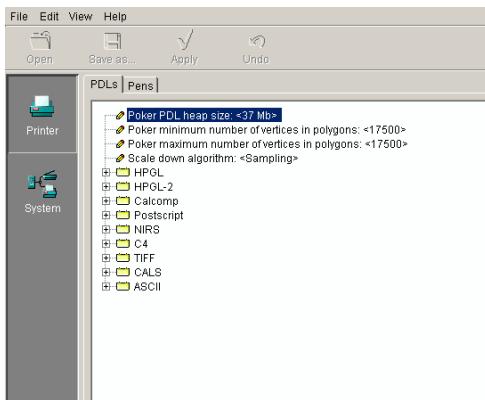


[106] System Administrator settings in the Settings editor

In order to perform special System Administrator functions, you must log onto the Océ Settings Editor as a System Administrator (see 'User modes' on page 211).

**Note:** *When you are finished, make certain you log off from the System Administrator mode of the Océ Settings Editor to prevent unauthorized use of the Océ TDS860.*

▼ **Make System Administrator settings in the Océ Settings Editor**

1 Maximise the Océ Settings Editor on the screen.
2 log on as System Administrator.
  See 'User modes' on page 211 for more information about logging into the Settings Editor.
3 Click on one of the top buttons to display the desired group of settings.
4 Select the setting you want to update in the tree structure.
5 Update the setting in the update area, as required.
  **Note:** *A few settings, such as the default pen settings, are made directly from the tree structure area.*
6 Click on the 'Apply' button.
  The new value is now applied for the setting
7 log off from the System Administrator mode when you are finished updating settings.

# Access the Océ Settings Editor

In order to perform special Key Operator functions, you must log on to the Océ Settings Editor as a Key Operator.

As these functions are restricted to a dedicated Key Operator, a password is required to access them. The service engineer will provide this password to you upon installation.

**Note:** *Only one user at a time is allowed to log on as a user authorised to modify setting (Key Operator, System Administrator, Service Engineer). When a second user tries to log on, an error message is displayed. Multiple users at a time are allowed to view settings.*

# Start the Océ Settings Editor

You can run the Océ controller applications on the controller as well as on a remote workstation

**Note:** *Océ Scan Manager only runs local on the controller.*

▼ **Start Océ Settings Editor on the Océ Power Logic® Controller**

1 Select the 'Launcher' application.
2 Select Settings Editor. Océ Settings Editor starts.

▼ **Start Océ Settings Editor on a remote workstation**

**Note:** *You must first install Océ Remote Logic® as described (see 'Installation procedure for Microsoft® Windows systems' on page 205).*

1 Select 'Océ Remote Logic' via the 'Start' menu.
2 Select the 'Launcher' application.
3 Select Settings Editor. Océ Settings Editor starts.

# Define the contents of the custom card

Use the custom card to provide direct access to the frequently used settings.

▼ **How to open the custom card editor**

1 Click the 'Jobs' button in the left toolbar.
2 Click the 'Copy & File' tab in the settings area.
3 Select 'Custom card' in the tree structure.
4 Click the 'Edit' button in the update area.

The 'Custom card editor' displays.

▼ **How to add settings**

1 Open the 'Custom card editor'.
2 Select the settings group in the 'Setting groups' list.
3 Click the right arrow button to move the selected setting group to the 'Custom card' list. The maximum number of setting groups that can be added to the 'Customer card' list is five.
4 Select the settings group in the 'Custom card' list.
5 Click the up or down arrow buttons to change the order of the setting groups in the 'Custom card' list.

**6** Click the 'Close' button.

**7** Click the 'Apply' button.

The 'Custom card' settings are now available in the custom section at the scanner operator panel (see 'Custom section' on page 54).

▼ **How to remove settings**

**1** Open the 'Custom card editor'.

**2** Select the setting group in the 'Custom card' list.

**3** Click the left arrow button to remove the selected setting group from the 'Custom card' list.

**4** Click the 'Close' button.

**5** Click the 'Apply' button.

The 'Custom card' settings are now removed from the custom section at the scanner operator panel (see 'Custom section' on page 54).

# Define the job templates

Use the job templates to define frequently used jobs.

▼ **How to define the template name and description**

**1** Click the 'Jobs' button in the left toolbar.

**2** Click the 'Copy & File' tab in the settings area.

**3** Open a template in the tree structure.

**4** Select 'Template description' in the tree structure.

**5** Click in the text field under 'Template name' in the update area.

**6** Enter the template name.

**7** Click in the text field under 'Template description' in the update area.

**8** Enter the template description.

**9** Click the 'Apply' button.

The template name and description now displays on the scanner operator panel (see 'Job templates' on page 57).

▼ **How to define settings in the job templates**

**1** Click the 'Jobs' button in the left toolbar.

**2** Click the 'Copy & File' tab in the settings area.

**3** Open a template in the tree structure.

**4** Open the 'Zoom' menu in the tree area to access the zoom settings

**5** Open a card in the tree structure.
Open the 'Original card' to access the settings for the scanner input, the original.
Open the 'Print card' to access the settings for the printer output, the print.
Open the 'File card' to access the settings for the scan-to-file output, the file.
**6** Open a submenu.
**7** Select a setting in the tree area.
**8** Change the setting in the update area.
**9** Click the 'Apply' button.

The settings of the job templates are now available at the scanner operator panel.
The 'Original card' settings are available at the original section (see 'Original section' on page 55).
The 'Print card' settings are available at the print section (see 'Print section' on page 55).
The 'File card' settings are available ate the file section (see 'File section' on page 56).

# Manage different system adjustments with save and load

Use the save and load button to manage the different system adjustments for the customers, departments or other situations. Save stores all settings, the custom card and job templates included.

The Océ TDS860 has the following special files for your use.

■ Backup.kos/Backup.sas
These files contain the previous values for the key operator settings and the system administrator settings before the last apply.
■ Current.kos/Current.sas
These files contain the values for the key operator settings and the system administrator settings after the last apply.

▼ **How to save all settings to a file**
**1** From the 'File menu', select 'Save as'.
You can also click the 'Save as' button on the top toolbar.
If the client is a local client, the screen displays a dialog box. You can enter a file name. The file is saved in the specified directory on the system.
If the client is a remote client, the screen displays a dialog box. You can enter a directory name and a file name.

**2** Enter the filename without .kos or .sas.

**3** Click the 'Save' button.

**Note:** *all settings, key operator and system administrator included, are saved.*

▼ **How to load KO or SA settings from a file**

**1** From the 'File' menu, select 'Open'.
You can also click the 'Open' button on the top toolbar.
The screen displays a dialog box from where you can browse to the required file.

**2** Click the 'Apply' button.
The settings are loaded to the system.
When you are logged on as a key operator, the system only loads the KO settings.
When you are logged on as a system administrator, the system only loads the SA settings.
Repro operators and anonymous users are not authorised to load the settings from a file.
**Note:** *this is only possible if the user is logged in as a Key Operator or System Administrator.*

# Find system settings in the Settings Editor

The following table displays all references in this manual that refer to a Settings Editor setting. KO indicate that you must have Key Operator permission to change the setting. SA indicates that you must have System Administrator permission to change the setting. Open the 'File' menu and select 'Logon' to logon as Key Operator or as System Administrator (see Figure 102 on page 177).

| System setting | Reference on | Path in Settings Editor |
|---|---|---|
| Low power mode timer | page 26 | KO - System - Timers - Sleep mode timer enable - Low power mode time-out |
| Sleep mode timer | page 26 | KO - System - Timers - Sleep mode timer<br>KO - System - Timers - Sleep mode timer enable |
| Shut off timer | page 26 | KO - System - Timers - Shut-off time out |
| Wake up timer | page 26 | KO - System - Wake up |

| System setting | Reference on | Path in Settings Editor |
|---|---|---|
| Panel language | page 34 page 58 page 214 | KO - System - Localisation - Display languages |
| Custom card settings | page 54 page 184 | KO - Jobs - Copy & File - Custom card KO - Jobs - Copy & File - Template - Custom card |
| Job template settings | page 57 page 185 | KO - Jobs - Copy & File |
| Panel time out | page 59 | KO - Scanner - Timers - Panel time-out |
| Zoom factor steps | page 65 | KO - Scanner - Zoom steps |
| Stamping | page 70 | KO - Jobs - Stamp |
| Passwords | page 43 page 106 page 160 | KO - System - Enabling passwords |
| Scan clicks | page 107 | KO - System - Localisation - Measurement unit |
| Scan memory reservation | page 121 | SA - Scan memory reservation |
| Manage temporary store | page 128 | KO - System - Disk cleanup - Scan spool cleanup |
| Set memory threshhold | page 191 | SA - Set memory reservation |
| Set copy priority | page 197 page 199 | KO - Job priorities - Copy priorities |
| History queue job settings | page 197 | KO - System - Job management - History queue |
| Folder drawing method | page 227 | KO - Jobs - Print - Defaults - Finishing - Drawing method |
| A4 Reinforcement | page 233 | KO - Printer - Folder reinforce A4 |

# Chapter 8
# Océ Power Logic®: System Control Panel

*This chapter describes how to view the status of the Océ TDS860 system on the Océ System Control Panel.*

# Introduction

The Océ System Control Panel (SCP) application provides you with status information about the system. This includes:

■ Machine status of the printer
■ Overview of the loaded media types and sizes
■ Machine status of the scanner
■ Status of the system
■ Memory usage.

**Note:** *If you do not have a scanner, the scanner status is not available. If you have a scanner only, the machine status of the printer and the overview of the loaded media is not available.*

# Structure

The Océ System Control Panel window is divided into the following parts (see Figure 107 on page 192):

**The menu bar** which contains the following menu's:

■ File - Logon, Logoff, Connect to and Exit.
■ Edit
  If you select this option a window is displayed in which you can view your default system for the Océ System Control Panel application. The *Automatic logon* option allows you to start the application automatically in the specified user mode.
■ View
  The View menu allows you to switch between the display languages as defined in the Edit options window and to enable or disable Océ System Control Panel sub windows.
■ System
  The System menu allows you to dump your configuration settings, make a demo print, clear the system and shut down the system.
  Help options: *Contents of* Océ *System Control Panel, About* Océ *System Control Panel.*
■ Toolbar
  The toolbar of the Océ System Control Panel contains the following buttons:
  Printer: to hide or to show the status of the printer.
  Media: to hide or to show media information.

Scanner: to hide or to show the status of the scanner.

Controller: to hide or to show the status of the controller.

Memory: to hide or to show the amount of set memory that is used.

**Note:** *If operator invention is required for a device, the respective button flashes.*

**The Printer status display**  Displays the current status of the Printer. Any error messages displayed on the printer control panel also appear in the printer status window of the Océ System Control Panel.

**The Media display**  Provides graphical information about the status of the rolls and sheetfeeders (available, empty or disabled) of the printer and about the available media (size and type).

**Note:** *If the Media type is polyester, the thickness is displayed in mail (0.001"), otherwise the weight is displayed in g/m2.*

When a roll or tray is disabled the roll or tray icon is dimmed and the media information is replaced by the text "-disabled-" (see 'Icons' on page 192).

**Note:** *Special media are excluded from the automatic behavior of the Océ Power Logic® Controller.*

**The Scanner status display**  Displays the current status of the scanner. Any error messages displayed on the scanner control panel will also appear in the scanner status window of the Océ System Control Panel.

**The set memory meter**  Indicates how much of the set memory is filled. The information is displayed in the form of a meter which is divided into three zones:

- Green: safe, you have enough space left to print large jobs/many small jobs
- Orange: pay attention, you might reach the set memory limit soon
- Red: the set memory is (nearly) full; you should remove files or wait until files are printed and automatically removed or flushed from memory. No more print jobs are accepted. copy jobs can still be made.

**Note:** *At the right of the set memory meter a percentage is displayed, indicating the amount of set memory currently being used.*

Set the threshold values for the orange and red zones in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

Below the Océ System Control Panel main window is displayed:
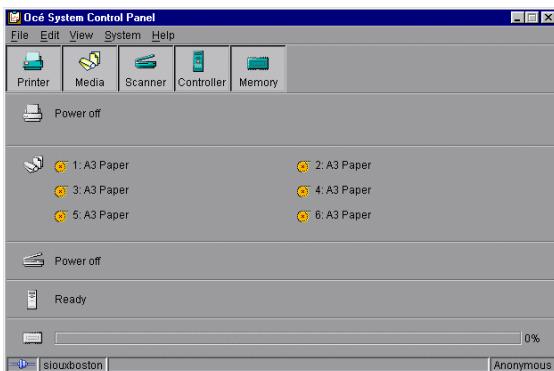


[107] Océ System Control Panel window

## Icons

The Océ TDS860 Océ System Control Panel uses a number of icons to display information about the media available on the printer. The following icons are used:

The material is available and the roll is ready for printing.

The roll is disabled.

The roll is enabled but empty.

# User actions

The Océ System Control Panel allows you to perform the following actions:
- Make a demo print
- Print your system configuration
- Clear the system
- Shut down the system

▼ **Make a demo print**

1 Select the 'Demo print' option in the 'System' menu.
A demo print is made on the printer.

▼ **Print your system configuration**

1 Select the 'Print settings' option in the 'System' menu.
A list is printed of the current settings on the Océ Power Logic® Controller.

▼ **Clear the system**

1 Select the 'Clear system' option in the 'System' menu to delete all jobs.
You can use this option in case of a corrupt job which can not be deleted with
the help of the Océ Queue Manager.
**Note:** *This option is only available in repro operator, key operator and
system administrator mode. In anonymous user mode it is not possible to
clear the system.*

▼ **Shut down the system**

1 Select the 'Shut down' option in the 'System' menu to shut down the system.
**Note:** *In anonymous user mode it is not possible to shut down the system.*

# Chapter 9
# Océ Power Logic®: Queue Manager

*This chapter describes how to view the Océ TDS860 System print queue, history queue and inbox queue. This chapter contains a description of how to manage jobs in the Océ Queue Manager.*

# Introduction

The Océ Queue Manager application provides you with a graphical representation of the print queue. It allows you to view the print queue and the status of the print jobs as well as to manage the jobs in the queue. With the Océ Queue Manager you can:

■ Abort the job currently being printed
■ Delete jobs in the queue
■ Put jobs in the queue on hold
■ Print jobs from the history queue
■ Print jobs form the inbox queue
■ Move jobs to the top of the queue
■ Restart jobs that were previously put on hold in the queue

▼ **Start Océ Queue Manager on a remote workstation**

**Note:** *You must first install Océ Remote Logic® in 'Installation procedure for Microsoft® Windows systems' on page 205.*

1 Select 'Océ Remote Logic®' via the 'Start' menu, or
2 Select the 'Launcher' application.
3 Select Queue Manager. Océ Queue Manager starts.

**Note:** *To start more than one Océ Queue Manager, Océ System Control Panel or Océ Settings Editor you can better use the Launcher.*

# Structure

The Océ Queue Manager window is divided into the following parts (see Figure 108 on page 198):

■ The standard menu bar.
   The menu bar for the Océ Queue Manager contains the following menus:
■ File: 'Logon', 'Logoff', 'Connect to', 'Close'
■ Edit: set the default printer and 'Auto logon'.
■ View: selecting the language, switching between queues, and configuring the view of the queues.
■ Help: About Océ Queue Manager, Contents of the help,.
■ The toolbar
   The toolbar for the Océ Queue Manager contains the following icons:
■ 'Hold', 'Resume', 'Move to top', 'Delete' and 'Print'.

- The active print job window.
  This window displays the job currently being printed on the Océ TDS860.
- The print queue window.
  This window has a tabular format and shows the jobs waiting to be printed.
  The jobs are displayed in the order in which they are expected to be printed.

**Note:** *Set the copy priority setting in the Océ Settings Editor to have copy jobs take priority over print jobs* (see 'Find system settings in the Settings Editor' on page 187).

- Inbox queue
  The inbox queue contains print jobs which have been sent to the inbox on the controller. You can print these jobs, view the properties and delete these jobs.
- History queue
  The history queue contains print and copy jobs which have been printed. You can print these jobs, view, edit some the properties and delete these jobs. You can set how long and how many jobs are kept in the history queue, in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

**Note:** *You can not view the history queue and inbox queue at the same time. Select either the history queue or the inbox queue from view menu on the toolbar. They will be visible in the right pane of the queue manager window.*

**Note:** *The Inbox queue and History queue are not active when advanced Queue Management is disabled*

- Status bar
  The Océ Queue Manager has a status bar displaying the following information:
- System status (connected, not connected)
- The connected system
- The job status e.g. 'printing job.A0.hp'
- User mode

For each job the following information is displayed:
- The current status and schedule of the job in the form of an icon. See 'Icons' on page 200.
- The name of the print job.
- The type of job (print job / copy job)
- The name of the user who has submitted the print job.
- The number of sets and pages.
- Any remarks (e.g. 'Manual Feed').

You can resize the columns in the main queue window by dragging the table header separators. It is also possible to change the order of the columns by dragging a specific column to a new position.

**Note:** *You can sort the inbox queue and history queue. You can not sort the printer queue.*

menu bar

toolbar

header
separator

print queue
window

status
bar

Inbox Queue
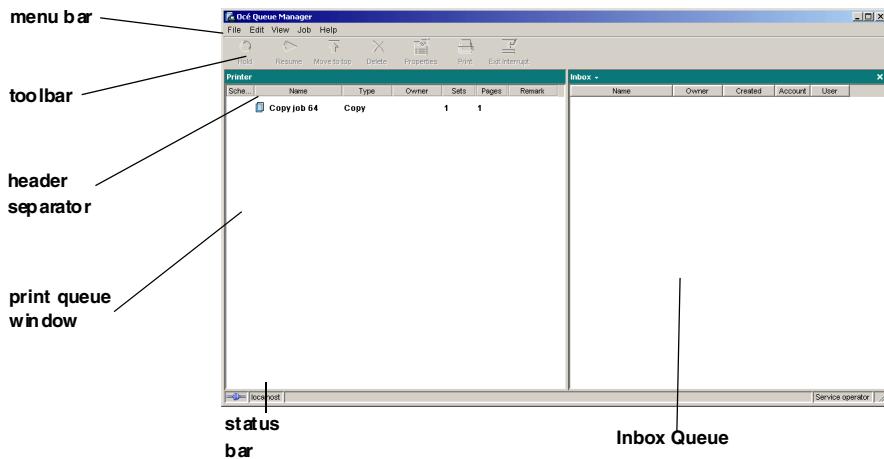
[108] Océ Queue Manager window

# Modes

The Océ TDS860 Queue Manager has the following modes:
- Anonymous user mode
- Repro operator mode
- Key operator mode
- System administrator mode
- Service operator mode

These different modes are designed to limit access to the specific functions to authorized users only.

The anonymous user mode only offers view access of the queue. In this mode, the buttons and menu items are disabled.

The repro operator, the key operator and the system administrator modes allow you to perform a number of activities on the jobs in the queue, with the help of the Abort, Delete, Resume and Hold buttons. The service operator mode is intended for use by Océ technicians.

**Note:** *In the Océ Queue Manager and the Océ System Control Panel, the repro operator, the key operator and the system administrator have the same user rights. In the Océ Settings Editor, however, the user modes offer different rights (see 'Find system settings in the Settings Editor' on page 187).*

**Access** The access to the key operator, repro operator, system administrator modes and service operator is password protected to allow only authorized personnel to use particular functions. You can enter these modes by selecting the Logon option from the File menu and by specifying the correct password when prompted for it, (see 'Log on' on page 212).

From the 'File' menu, select 'Close' to exit the Océ Queue Manager.

**Job priority** The priority of print and copy jobs in the Océ Queue Manager is determined by the order in which they are submitted to the Océ TDS860. However, there is a setting in the Océ Settings Editor which allows you to give copy jobs priority over print jobs (see 'Find system settings in the Settings Editor' on page 187).

# Icons

The Océ TDS860 Queue Manager uses a number of icons to display information about a job in the queue. The following icons are used:



[109] Receiving the job



[110] Received the job



[111] Processing / processed the job



[112] The job in progress



[113] Printing the job



[114] Delivering the job



[115] The delivered job



[116] The deleted job



[117] A job that requires manual feed



[118] The job is placed on hold by the user or the system.



[119] Attention, needs operator attention (e.g. a media request).

# Managing print jobs

▼ **View the print queue**

The Océ Queue Manager displays all jobs sent to the print queue in a list sorted according to the order in which they will be printed.

The order can be changed by:
■ deleting jobs
■ putting jobs on hold
■ restarting jobs currently on hold
■ moving jobs to top (not when advanced Queue management is disabled)
This list will be automatically updated.

**Note:** *Queue operations can only be performed when you are properly authorized. Before you can use the Océ Queue Manager in a different mode, you first have to enter a password to get the required access. See 'User modes' on page 211.*

▼ **Deleting print jobs**

1 Select the desired jobs by clicking on them.
   You can select a consecutive list of jobs to be deleted by clicking on the first job, holding down the Shift key and clicking on the last job. You can select a non-consecutive list of jobs to be deleted by clicking on each desired job while holding down the Ctrl key.
   **Note:** *To delete a job from a remote client, you need repro operator, key operator or system administrator rights.*

2 Click on the Delete button.
   A cross icon is displayed in front of the job indicating it will be deleted. After the job is actually deleted, the job is removed from the queue.
   **Note:** *Make sure you take this into account before you use the Delete button. A delete operation cannot be undone.*

▼  **Putting print jobs on hold**

**1** Select the desired jobs by clicking on them.

You can select a consecutive list of jobs to be put on hold by clicking on the first job, holding down the Shift key and clicking on the last job. You can select a non-consecutive list of jobs to be put on hold by clicking on each desired job while holding down the Ctrl key.

**2** Click on the Hold button.

A job that is put on hold will retain its position in the print queue. Once it reaches the top of the queue, the job that is put on hold will stay there until it is restarted or deleted. While a job is on hold, other jobs will be printed, even when they were behind the job on hold in the queue. The active job and the jobs in printing state can not be put on hold by the Océ Queue Manager.

▼  **Restart jobs that are put on hold**

**1** Select the desired jobs by clicking on them.

You can select a consecutive list of jobs to be restarted by clicking on the first job, holding down the Shift key and clicking on the last job. You can select a non-consecutive list of jobs to be restarted by clicking on each desired job while holding down the Ctrl key.

**2** Click on the Resume button.

The selected jobs are now restarted.

▼  **Move jobs to top**

**Note:** *Not when advanced Queue Management is disabled.*

**1** Select the desired jobs by clicking on them.

**2** Click on the Move to top button on the toolbar.

If more than one job is selected then the first selected job will be on top, the second will be on top, the second below that one and so on.

# Chapter 10
# Océ Power Logic®: Remote Logic

*This chapter describes how to install and use Océ Remote Logic®.*

# Introduction

Océ Remote Logic® enables you to:
- View system status (Océ System Control Panel).
- Manage print jobs (Océ Queue Manager).
- Change settings (Océ Settings Editor).

Océ Remote Logic® has five different user modes (see 'User modes' on page 211). These user modes are meant to limit access to special functions to authorized users only. Log in to get access to one of the user modes.

Change the display language, to operate the Océ Remote Logic® in your language. Use the help system if you do not know how to work with the applications.

Océ Remote Logic® is available on the local host and as a remote version except for Océ Scan Manager which is only available on the local host.

The Océ Remote Logic® applications can operate separately. If you start the applications separately, you have to log on and select a language in each application. If you start the applications via the Application Launcher, the language is selected automatically.

**Note:** *The default language is English UK*

# Installation procedure for Microsoft® Windows systems

Before you install Océ Remote Logic®, you must take note of the following minimum system requirements for the remote system. The system must be a Pentium® 233 with 32 Mb RAM running Windows® 95, 98, NT® (service pack 3),Windows® 2000 or XP.

Océ Remote Logic® (Océ Queue Manager, Océ System Control Panel and Océ Settings Editor) are on the Océ TDS860 CD-ROM and on the Océ Power Logic Controller® CD-ROM provided with the system. The installation procedure for Océ Remote Logic® is quite simple and self-explanatory. When you select the 'Install remote applications' option on the CD-ROM, a Wizard starts to guide you through the installation process. When the installation process is complete you do not have to restart your system.

**Note:** *Océ Remote Logic only works when TCP/IP is enabled on your system. Refer to your system administrator for assistance with the installation procedure for TCP/IP.*

▼　**Install Océ Remote Logic®**

**1** Insert the Océ TDS860 CD-ROM or the Océ Power Logic® Controller
CD-ROM into the CD-ROM drive of your PC.
**2** Select the 'Install remote applications' option.
The installation Wizard starts, and asks to select a setup language.



[120] Choosing a setup language

**3** Indicate the required language and click 'OK'.
**4** Follow the instructions on screen to complete the installation of 'Océ Remote
Logic®'.

The programs are now installed. Each application is installed separately and as
part of a combined version called Application Launcher.

When the installation is complete, you can start the 'Application Launcher' by
selecting them from the specified folder in the 'Start' menu.

To work with the Application Launcher you first have to connect to an
available Océ TDS860 machine. How to connect is described in 'How to use
the remote system' on page 217.

If you plan to work with more than one of the available remote applications,
you are advised to use the Application Launcher, because this uses less system
resources than the individual applications.

# Installation procedure for Unix systems

**Note:** *A system administrator must install 'Océ Remote Logic®' on a UNIX system.*

Océ Remote Logic® is set up to be platform independent. It runs on a variety of operating systems providing that a Java™ runtime environment is available for that platform. The Java™ runtime environment must be installed by a user with system administrator privileges. It is also assumed that Océ Remote Logic® is installed by an experienced user.

| UNIX versions and the required JRE | | | |
|---|---|---|---|
| UNIX version | OS version | JRE | Default installation directory |
| IBM AIX | 4.1.5 | 1.1.6 | /usr/jdk_base |
| IBM AIX | 4.2.1 | 1.1.8 | /usr/jdk_base |
| IBM AIX | 4.3.3 + fix | 1.2.2 | /usr/jdk_dev2 |
| IBM AIX | 4.3.3.10 + fix | 1.3.0 | /usr/jdk_java130 |
| SUN Solaris® | 2.6 | 1.1.6 | |
| HP-UX | 10.20 | 1.1.3 | |
| LINUX | 1.0 | 1.1.3 | |
| LINUX | 1.2 | 1.1.8 | |
| **Note:** OS = Operating System, JRE = Java™ Runtime Environment | | | |

# General installation instructions

▼    **Install 'Océ TDS860 Remote logic®**

1 Check if a Java™ runtime environment (JRE) is installed on the system. The preferred version is JRE 1.1.8. Below you can find some links to JRE's for various UNIX platforms.

2 Unpack the contents of the file 'Océ Remote Logic_vX.tar' to a subdirectory on the system.

3 Use 'tar xvf RemoteLogic_vX.tar' to unpack.

4 Set the environment variable 'RL-VM-HOME' to point to the installation of the JVM.

**5** Edit this file so that it points to the JRE of the system. (instructions are supplied in the file).

**6** Save the file 'clientstart'.

**7** Run the file 'clientstart' with the applications as parameters. (e.g. clientstart QM SCP SE to start the three applications), or run 'Application Launcher' to start the applications, (alternately modify the file 'clientstart').

# IBM AIX

For the various versions of IBM AIX, Java™ runtime engines can be downloaded from:
http://www.ibm.com/java

The preferred version of the Java™ runtime engine for use with Océ Remote Logic® is the 1.1.8 version.

# HP-UX

For HP-UX 10.20 and 11.00 the runtime engine can be downloaded from:
http://www.unix.hp.com/java
The preferred version of the Java™ runtime environment for HP-UX environment 10.20 and HP-UX environment 11.00 is version C.01.18.xx.

# Linux

IBM has a runtime engine available for Linux which can be downloaded from:
http://www.ibm.com/java

# Installation procedure for Apple Macintosh®

Apple also has a Java™ runtime environment for the Macintosh®. The Mac OS Runtime for Java™ (MRJ) can be obtained at:
http://www.apple.com/

Installation instructions for Apple Macintosh® are not available at this time.

# Use Océ Remote Logic®

Océ Remote Logic® enables you to:

■ View the system status (Océ System Control Panel).
■ Manage print jobs (Océ Queue Manager).
■ Change settings (Océ Settings Editor).

Océ Remote Logic® has five different user modes (see 'User modes' on page 211). These user modes are meant to limit access to special functions to authorized users only. Log in to get access to one of the user modes.

Change the display language, to operate Océ TDS860 in the language of your selection. Use the on-line help system if you do not know how to go on with the applications.

The Océ TDS860 applications operate separately. You have to log on and select a language in each application.

Start the Océ TDS applications via the 'Start' menu or via the Application Launcher application.

▼ **Start Océ TDS860 on a remote workstation**

**1** Select 'Océ TDS860' via the 'Start' menu.
**2** Select Application Launcher.
**3** Select the required application.

# User modes

The following user modes are available:
- Anonymous user mode
- Repro operator mode
- Key operator mode
- System administrator mode
- Service operator mode

The anonymous user mode only offers monitoring capabilities. You are not allowed to change anything.

The repro operator, the key operator and the system administrator modes allow you to perform a number of user actions.

In the Océ Queue Manager and the Océ System Control Panel the repro operator, the key operator and the system administrator have the same user rights. The repro operator, the key operator and the system administrator modes allow you to perform a number of activities on the jobs in the queue, with the help of the Abort, Delete, Resume and Hold buttons.

In the Océ Settings Editor, however, the user modes offer different rights. In repro operator mode, the operator is allowed to only view settings in the key operator and system administrator views.

In key operator mode, the operator is allowed to view and change settings in the key operator view. The key operator is also allowed to view system administration settings, but is not able to change them.

In system administrator mode, the operator is allowed to view and change settings in the system administrator view. The system administrator is also allowed to view key operator settings, but is not able to change them.

The service operator mode is meant for the Océ technician.

When you are not authorised to perform a certain action, the action is grayed out.

**Note:** *The status bar at the bottom displays the active user mode.*

# Log on

The access to the key operator, repro operator, system administrator and service operator modes is password protected to allow only authorised personnel to use particular functions.

The default password for the System Administrator is: SysAdm.
The default password for the Key Operator is: KeyOp.
The default password for the Repro Operator is: ReproOp.
**Note:** *The default passwords are case sensitive. Change the passwords after your first logon.*

▼ **How to log on**

1 From the 'File' menu, select 'Log on'.
2 Select the correct user name.
3 Enter the Password.
4 Click 'OK'.

**Note:** *Log on to all Océ TDS860 programs, to operate with all the applications.*

Logon is restricted to one user only. When a second user attempts to log on an error message will appear (see figure below).
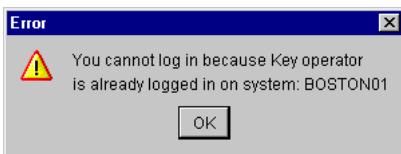


[121] When a second user attempts to log on an error message will appear

# Log off

You have to log off to leave the key operator, repro operator and system administrator modes.

▼ **How to log off**

1 From the 'File' menu, select 'Log off'.
You return to anonymous user mode.
**Note:** *Log off from all Océ Remote Logic applications separately.*

# To change the password

You can change your password on a standard base. You can change the password for each user mode (except anonymous user mode, for which no password is required and service operator) by taking the following steps:

▼ **Change the password:**

1 From the 'File' menu, select 'Log on'.
2 Click the Password button.
3 Select the correct user name in the 'User name' drop-down list box.
4 Enter the old password in the 'Password' text box.
5 Enter the new password in the 'New password' text box.
6 Enter he new password in the 'Confirm new password' text box and click 'OK' to confirm the new password.

# Automatic logon

If you do not want to log on each time you start an application, you can select the automatic logon function. This option allows you to start an application automatically in the indicated user mode.

▼ **Enable automatic logon**

1 From the 'Edit' menu, select 'Options'.
  The Options window appears.
2 Select the 'Enable automatic logon' check box.
3 Select the correct user mode and enter your password for that user mode.
4 Click 'OK'.
  Automatic logon is now enabled.
  **Note:** *Enable Automatic logon in all four Océ Remote Logic applications separately.*

# Language

From the 'View' menu, select 'Language', to select one of the supported languages.

**Note:** *The check mark in front of the language indicates that this is the active display language.*

▼ **Set the languages**

1 From the 'View' menu, select 'Language'.
To change the language in the scanner and printing operator panels, change the display language setting in the Océ Settings Editor.

# Help

▼ **Display help information**

1 Open the 'Help' menu and select 'Contents'.
Here you find help information for all applications and functions of the Océ TDS860 applications.

# Command line parameters

In order to start the remote applications faster, there are 6 command line parameters available.

**configfile=<config_file>** Sets the configuration file to use.

**server=server** Sets the specified server as the server to connect to.

**language1=lang** Specifies the first language in combination with the parameter 'country1=country'.

**country1=country** Specifies the first language in combination with the parameter 'language1=language'.

**language2=lang** Specifies the second language in combination with the parameter 'country2=country'.

**country2=country** Specifies the second language in combination with the parameter 'language2=language'.

**Note:** *You must always use a matching combination of 'lang' and 'country'.*

| Language parameters | | |
|---|---|---|
| Language | parameter (lang) | Country |
| Danish | da | DK |
| Czech | cs | CZ |
| Spanish | es | ES |
| Finnish | fi | FI |
| Hungarian | hu | HU |
| Italian | it | IT |
| US English | en | US |
| UK English | en | GB |
| Dutch | nl | NL |
| German | de | DE |
| French | fr | FR |
| Portuguese | pt | PT |
| Norwegian | no | NO |
| Swedish | sv | SE |
| Polish | pl | PL |
| Japanese | ja | JP |
| Chinese Simplified | cn | CN |
| Chinese Traditional | cn | TW |

The parameters can be applied to the following applications:
■ QM.exe (Océ Queue Manager)
■ SCP.exe (Océ System Control Panel)
■ SE.exe (Océ Settings Editor)
■ Launcher (Océ Queue Manager, Océ System Control Panel, and Océ Settings Editor)

**Note:** *These applications are usually located in 'C:\Program Files\OceRemote Logic\Bin'.*

The easiest way to do this is by creating a short-cut of an application and then add the command line properties.

**Example command line parameter** Below is an example of how to start the Océ TDS860 applications with the configuration file 'Myconfig.cfg',

connected to the 'MyTDS800' server. The first language is set to US English and the second to French:
'C\Program Files\Remote Logic\Bin\AL.exe -configFile=Myconfig.cfg server=MyTDS800 language1=en country1=US language2=fr country2=FR'.

# How to use the remote system

Start up the Océ Remote Logic applications (Océ Settings Editor, Océ Queue manager, Océ System control panel), on a remote client after you installed the software (see 'Installation procedure for Microsoft® Windows systems' on page 205). In order to use the functionality you first have to add an Océ TDS860 system and then connect to an available Océ TDS860 system.

▼ **Add an Océ TDS860**

1 Open the 'File' menu and select 'Connect to'.
A dialog box will appear with a drop-down list box containing the already added Océ TDS860 systems.
2 Click 'Edit...'. The 'Edit systems' dialog box appears.
3 Enter the IP address or the name of the Océ TDS860 system you want to connect to, in the 'Systems' text box.
4 Click 'Add'. The system is added to the list. You can add as many systems.
**Note:** *You can also remove an Océ TDS860 system. Select one in the list and click 'Remove'.*
5 Click OK twice to return to the application.

**Note:** *Before you can add an Océ TDS860 system, the system has to be installed and configured by a system consultant or a technician.*

▼ **Connect to an Océ TDS860 system**

1 Open the 'File' menu and select 'Connect to'.
A dialog box will appear containing a drop-down list box with the available Océ TDS860 systems.
2 Select one of the available Océ TDS860 systems and click on 'OK'. When you connect to another system, all settings have to be retrieved. This may take some time.

# Chapter 11
# Océ Account Center

*This chapter describes what Account Center is and how to use it.*

# Introduction

Océ Account Center is an application used to manage the account information of print, copy and scan-to-file jobs. Océ Account Center consists of the following two applications:

■ Océ Account Logic.
Océ Account Logic requests the operator and the user to enter account information. The operator can enter the account information at the Océ Power Logic$^®$ controller for the copy and scan-to-file jobs. The user can enter the account information at the workstation for the print jobs. Océ Account Logic runs on the Océ Power Logic$^®$ controller and is available through your Internet browser (see 'Océ Account Logic' on page 221).
■ Océ Account Console.
Océ Account Console provides options for managing the account information. The system administrator uses the Océ Account Console to define the contents of the account information in the dialog boxes in the Océ Account Logic application. Océ Account Console runs on the workstation of the system administrator. Access to Océ Account Console application is password protected and limited to the system administrator (see 'Océ Account Console' on page 223).

# Océ Account Logic

## Introduction to Océ Account Logic

Use Océ Account Logic to link account information to your job. The account information requirements are defined and managed by the system administrator. Use Océ Account Logic for the following:

- Enter the account information for the print jobs
- Manage print jobs that do not have valid account information
- Enter account information for the copy and scan-to-file jobs
- Lock and unlock the scanner
- Administer Océ Account Logic (administrators only).

## Océ Power Logic® controller setup

Before you begin to use Océ Account Logic, you must define the correct settings in the Océ Settings Editor.

| System setting | Reference on | Path in Settings Editor |
|---|---|---|
| KO - System - Enabling passwords - Advanced Queue Manager | Use the correct password to enable the 'Advanced Queue Manager' | Advanced Queue Manager adds the 'Inbox' feature to the Océ Queue manager. Océ Account Logic requires that you use the 'Inbox'. |
| KO - System - Enabling passwords - Account logging | Use the correct password to enable account logging. | Before you can use Océ Account Logic, enable account logging on Océ Power Logic® controller |

| System setting | Reference on | Path in Settings Editor |
|---|---|---|
| KO - System - Job management - Print jobs | Select 'Jobs in inbox'. | Océ Account Logic requires that all jobs are send to the 'Inbox'.<br>**Note:** The print jobs that have valid account information are automatically moved from the Inbox to the Print queue. Enter the account information for the print jobs that do not have valid account information on the 'Print' tab of Océ Account Logic. |
| KO - System - Job management - Rights for printing | Select 'Special user'. | Océ Account Logic is a special user on the Océ Power Logic® controller. |
| KO - Scanner - Settings - Timers - Panel timeout | Océ advises you to set the panel timeout to the minimum value (30 seconds). | When the check box 'The scanner locks when the scanner panel timeout expires' is checked in the 'Define the account information requirements for the jobs' section of the administration window, the user is required to unlock the scanner for the copy jobs and scan-to-file jobs. The scanner locks when the scanner panel timeout expires. |

**Note:** *Please consult the Océ Account Center user manual and the on-line help in the application for detailed information.*

# Océ Account Console

## Introduction to Océ Account Console

Océ Account Console is installed on a PC that functions as a server. Access to Océ Account Console is password protected and limited to the administrator. Use Océ Account Console for the following:

- Manage, preview, and  publish the account information dialog for Océ Account Logic
- Retrieve and export the log files.

## Summary of Océ Account Console

Océ Account Console has the following three sections.

- The 'Account fields' tab
  Use this tab to create, manage, preview, and publish the 'Account information' dialog for Océ Account Logic.
- The 'Account data' tab</ptxt>
  Use this tab to define the devices from where the log files are retrieved.
  Use this tab to export the log files.
- The 'Administration' window.
  Use this screen to define the administrative settings for the application, and to change the password for Océ Account Console.

**Note:** *Please consult the Océ Account Center user manual and the on-line help in the application for detailed information.*

# Chapter 12
# The folder

*This chapter describes:*
- *The folder*
- *The reinforcement unit*
- *The belt unit*
- *The punch unit*

**océ**

# Introduction

If you have a folder installed on your Océ TDS860 system, the following other optional features are available:

- Reinforcement unit
- First belt unit
- Second belt unit
- Punch unit

# Folder

The Océ TDS860 can have a folder to fold your output. The output is folded according to the selected folding width and length with the drawing method. Set the drawing method in the Océ Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

**Note:** *You can only fold paper. Polyester, transparent or vellum media cannot be folded. If you try to fold polyester, transparent or vellum media, a media jam will occur.*

**Standard folding settings** By default, you use the standard folding settings defined for your Océ TDS860 system by the key operator. The following settings are available:

▼    **Set the folded copy delivery**
1    Press the 'Finishing' card in the 'Print' section.
2    Press the function key 'Folded copy delivery'.
3    Select 'Stacker' or 'Belt'.

▼    **Set folding legend**
1    Press the 'Feeding' card in the 'Original' section.
2    Press the function key 'Legend location'.
3    Select 'Leading' or 'Trailing'.

**Note:** *In the drivers this setting is called the 'Folding orientation', with the options 'Portrait', 'Landscape' and 'Automatic'.*

▼    **Set the drawing method**
1    Press the 'Feeding' card in the 'Original' section.
2    Press the function key 'Drawing method'.
3    Select 'Standard', 'Ericsson' or 'Afnor'.

▼    **Set the folded package width**
1    Press the 'Finishing' card in the 'Print' section.
2    Press the function key 'Folded package'.
3    Select 'Width'.
4    Enter a range between 186 - 230 mm or 7.3 - 9 inch, in steps of 1 mm or 0.1 inch; default 210 mm or 9 inch.

▼ **Set the folded package length)**

1 Press the 'Finishing' card in the 'Print' section.
2 Press the function key 'Folded package'.
3 Select 'Length'.
4 Enter a range between 276 - 310 mm or 10.9 - 12.2 inch., in steps of 1 mm or 0.1 inch; default 297 mm or 12 inch

▼ **Set the binding strip**

1 Press the 'Finishing' card in the 'Print' section.
2 Press the function key 'Binding'.
3 Select binding enabled or disabled.
4 If you selected enabled enter a range between 15 - 30 mm or 0.6 - 1.2 inch, in steps of 1 mm or 0.1 inch; default 20 mm or 0.8 inch.

▼ **Set the reinforcement**

1 Press the 'Finishing' card in the 'Print' section.
2 Press the function key 'Binding'.
3 Select 'Reinforce' enabled or disabled.

**Note:** *Reinforcement is only possible with the Standard folding method*

You can overrule the standard folding program with settings from the printer driver or the scanner operator panel.

Find more information about Océ printer drivers in the on-line help. How to make folding settings on the Scanner panel is described below.

See 'Standard folding settings' on page 227 for complete information about defining default folding settings.

▼ **Fold settings from the scanner operator panel**

1 Open the 'Feeding' card in the 'Original' section and press the 'Legend location' function key to select the required legend location ('Leading' or 'Trailing').
**Note:** *Make certain that your legend is always located on your left-hand side to ensure correct positioning of the legend during folding.*
2 Press the 'Drawing method' function key to select 'Standard', 'Ericsson' or 'Afnor' fold.

| Input mode | Automatic feed | Legend location | Drawing method |
|---|---|---|---|
| Multiple sheets | ●On | Leading | Afnor |
| ●Set | Off | | Ericsson |
| Single sheet | | ●Trailing | ●Standard |

Scanner
Image
Sheet
Feeding

Ready to copy

Custom — Original — On/Print — Off/File
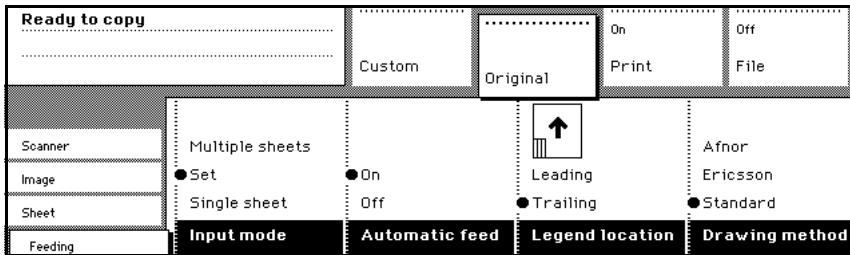
[122] Fold options from the scanner operator panel

**3** Open the 'Finishing' card in the 'Print' section.

**4** Press the 'Folding' function key to select 'Full' or 'First fold only' (see figure 123).

**5** Press the 'Folded package' function key and change the length and/or width of the folded package, as required, by using the arrow keys or the numeric keys.

**6** If required, press the 'Binding' function key.
Set the required binding strip using the arrow keys or the numeric keys.

**7** Make other settings as required.

**8** Feed the original.



| Folding | Folded copy delivery | Folded package | Binding |
|---|---|---|---|
| | Both belts | Length: | 20 mm |
| First fold only | Upper belt | 297 mm | Punching |
| Full | Lower belt | Width: | Reinforce |
| ●Off | ●Stacker | ● 210 mm | ●Off |

Image
Layout
Finishing
Sheet

Ready to copy

Custom — Original — On/Print — Off/File
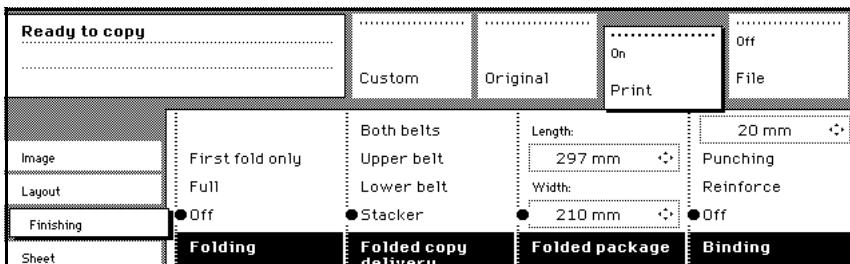
[123] Fold options from the scanner operator panel

You can also select a drawing method and, if needed, a folding length, folding width and binding strip. When you change the folding length and/or folding width, and the folder has a belt, you must also adjust the side guides of this unit.

**Maximum folding length** There are maximum values for different kind of paper. The tables below show the maximum values for three different weights of paper and the possible folded output for 110 grams paper.

| Maximum output lengths for folding | | | | |
|---|---|---|---|---|
| | First fold output | Stacker 2nd fold | Stacker 2nd fold | Belt 2nd fold |
| Paper weight [g/m$^2$] | 1st fold [mm / inch] | 2 folds [mm / inch] | 3 folds [mm / inch] | 2folds [mm / inch] |
| 60 | 1220 / 48 | 1220 / 48 | 1220 / 48 | 1220 / 48 |
| 75 | 6000 / 236 | 2500 / 98 | 2000 / 79 | 1220 / 48 |
| 110 | 2500 / 98 | 1220 / 48 | not possible | 1220 / 48 |

| Folding settings 75 grams | | |
|---|---|---|
| Output selection | Output length | Delivery |
| 'Stacker' or 'Belt' | < 2.5 m | Delivered on stacker or belt |
| 'Stacker' or 'Belt' | 2.5 m - 6 m | First fold only, delivered in first fold delivery |
| 'Stacker' or 'Belt' | > 6 m length known at start | Unfolded, delivered in IRT |
| 'Stacker' or 'Belt' | > 6 m length *not* known at start | Possible paper jam |
| 'Stacker' or 'Belt' | | |
| 'First fold only' selected | < 6 m | Delivered in first fold delivery |
| 'First fold only' | > 6 m length known at start | Unfolded, delivered in IRT |
| 'First fold only' | > 6 m length *not* known at start | Possible paper jam |

| Folding settings 110 grams | | |
|---|---|---|
| | Output length | Delivery |
| 'Stacker' or 'Belt' selected | < 1220 mm (3 folds) | Delivered in first fold delivery |
| | < 1220 mm (2 folds) | Delivered on stacker or belt |
| | > 1220 mm < 2500 mm | Delivered in first fold delivery |
| | > 2500 mm | Unfolded, delivered in copy delivery tray |
| | | |
| 'First fold only' selected | < 2500 mm | Delivered in first fold delivery |
| | > 2500 mm | Unfolded, delivered in copy delivery tray |

# Reinforcement unit

If you install a reinforcement unit, output can be delivered with a pre-punched, self-adhesive strip (see figure 124).
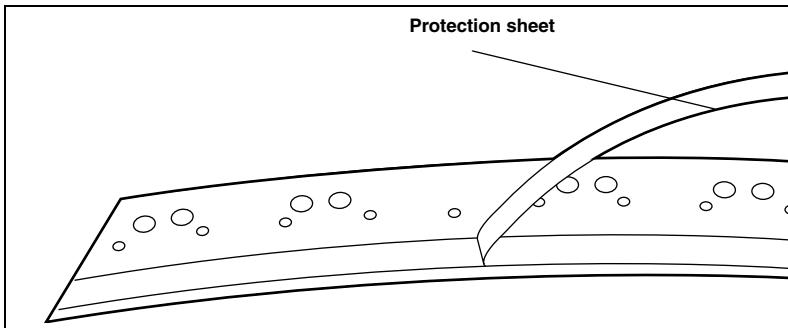


[124] Example a of reinforcement strip

With this strip the output can be stored in a binder, without running the risk that the punching holes tear out. You can unfold a folded map in a binder without opening the binder mechanism (see figure 125).
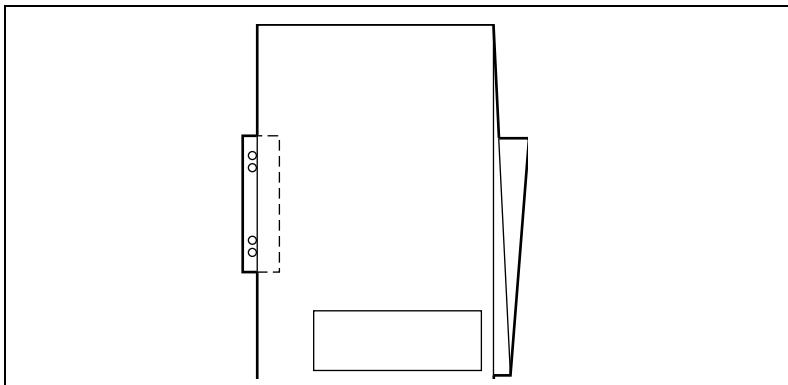


[125] Example of a folded map with a reinforcement strip

The optional reinforcement unit supports all media sizes larger than A4. However, A4 size media can also be reinforced if you enable A4 reinforcement in the Settings Editor (see 'Find system settings in the Settings Editor' on page 187).

**Note:** *Reinforcement is only possible with the Standard folding method.*

See '' on page 231 for more information about inserting a new tape roll and other maintenance issues.

▼ **Enable reinforcement**

1 Click on the 'Jobs' key in the Océ Settings Editor.
2 Select the 'Copy' tab if you want to enable folding reinforcement for copy jobs or select the 'Print' tab if you want to enable folding reinforcement for print jobs.
3 Open the 'Defaults' folder.
4 Open the 'Finishing' folder.
5 Select the 'Folding reinforcement' option.
6 Enable folding reinforcement in the right part of the window.
7 Click on the 'Apply' key to save any changes you have made.

# Belt unit

The belt units offer a large capacity and more flexibility. On the belt unit 170 folded A0 prints can be delivered offset stacked. You can adjust the side guides of the belt, depending on the width of the folded package.

**Note:** *The belt unit can also be selected from the drivers or the scanner operator panel. The remote command overrules the key operator setting.*

▼ **Selecting belt as folded copy delivery on scanner operator panel**

1 Open the 'Finishing' card in the 'Print' section of the scanner operator panel.
2 Press the 'Folding' function key to select full folding.
3 Press the 'Folded copy delivery' function key to select the belt.
You have 3 options (depending on your configuration): the upper belt, the lower belt of both belts.

▼ **Adjusting the side guides of the belt**

1 Loosen the nuts (see figure 126).
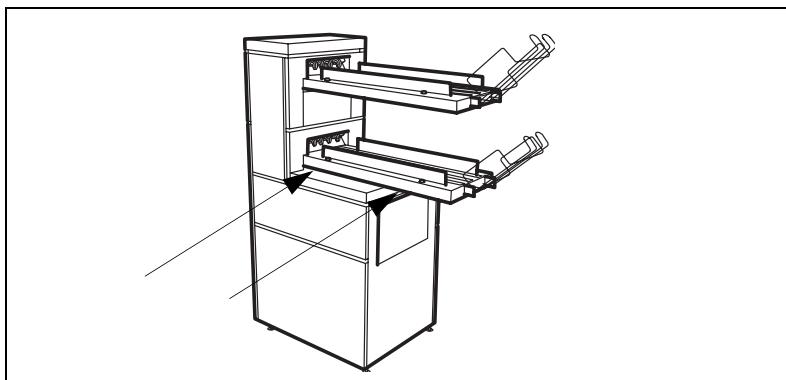


[126] Adjust the side guides of the belt

2 Adjust the plate in accordance with the width of the fold package.
3 Tighten the nuts.

**Note:** *If you change the folding width or the folding length, you have to adjust the punch unit.*

▼ **Adjust the punch unit**

1 Open the front door of the high capacity output unit of the folder.

2 Turn the black knob to adjust the folding width (see figure 127). Refer to the sticker inside the unit.
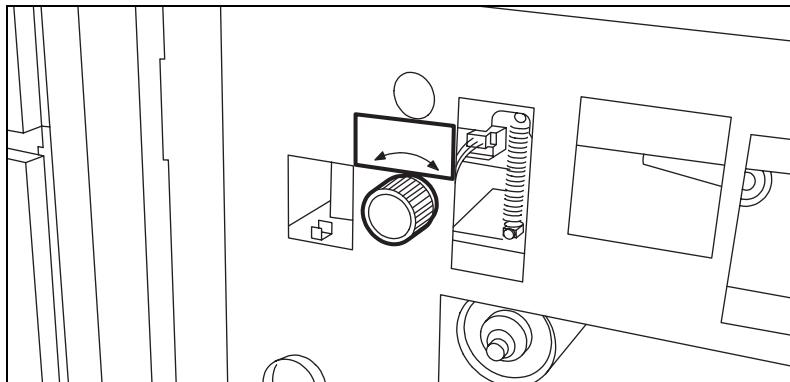


[127] Knob to adjust the folding width in the punch unit

3 Loosen the screw and place the plate according to the folding length (see figure 128).
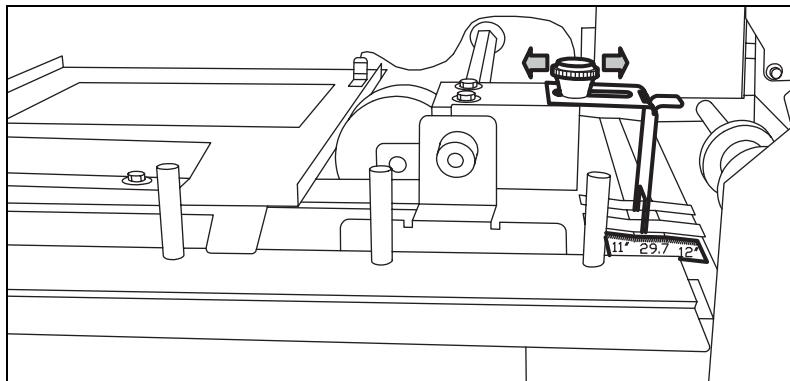


[128] Nut to adjust the folding length in the punch unit

4 Tighten the screw.

## Belt full detection

The Océ TDS800 has a belt full detection on both belts. The attention light on the printer operator panel will go on if the belt is full. The system can switch belts when the first belt is full. You can set after how many jobs the belt is full.

# Chapter 13
# Media and supplies

*This chapter describes how to:*
- *Load paper*
- *Add toner*

# Load rolls of media

The Océ TDS860 has three paper roll compartments with each two rolls. The rolls one, three and five have a roll loader. Each of the rolls can be loaded with media of a different size or type. The operator panel displays the width and the type of media on each roll.

If you load new media, you must indicate to the system which type of media you have loaded: paper, transparent, vellum or polyester. The roll width is detected automatically.

The definition of the new media is important when 'Automatic roll switch' is on.

▼ **Load paper**

1 Open the correct paper roll compartment (see figure 129).
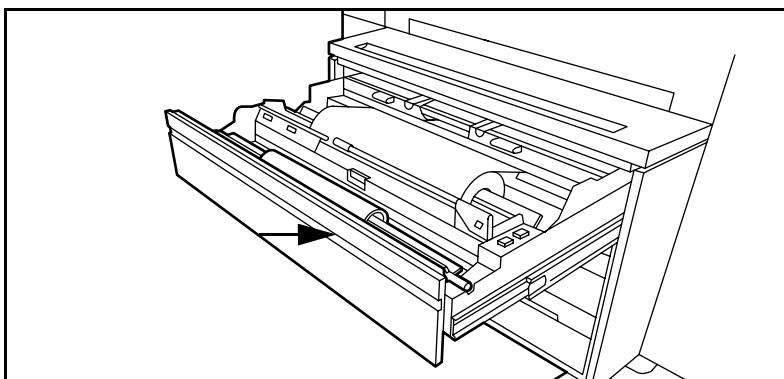


[129] Open the correct paper roll compartment

2 If necessary clear the chip tray (see 'Clear the chip tray' on page 243)).
3 Remove the roll holder from the paper roll compartment.

**4** Press the green knob inside the roll holder to release the locking mechanism and remove the core from the holder (see figure 130).
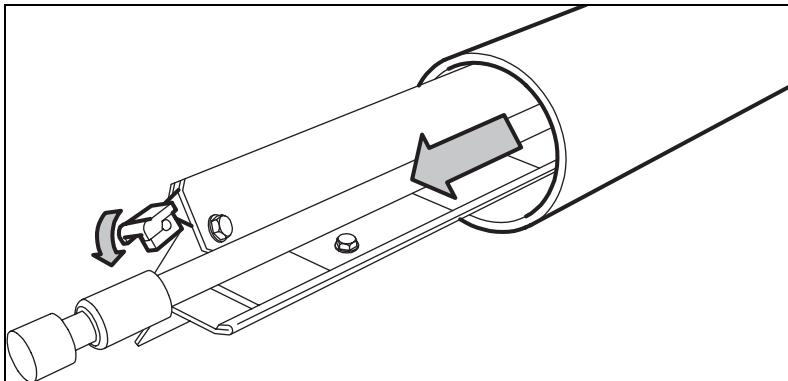


[130] Remove the core from the holder

**Note:** *You can place the new roll in the groove on the manual feed of the printer. See the arrow on picture 129 on page 238.*

**5** Press the locking mechanism down and slide the roll holder from the left into the core of the new roll.

**6** Position the roll between the correct format indicators and release the locking mechanism (see figure 131).
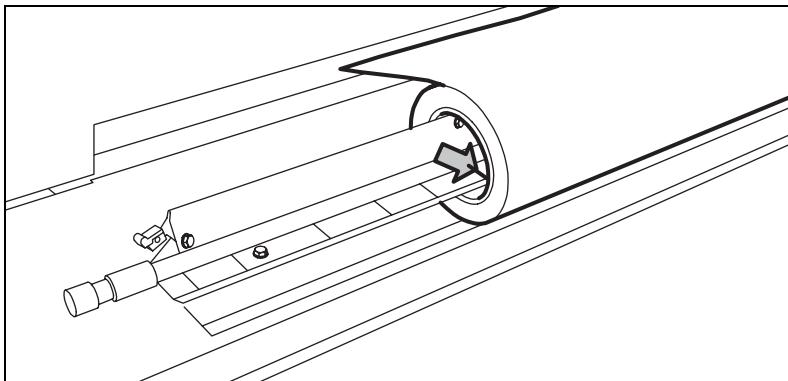


[131] Place a new roll on the holder

**7** Use both hands to put the holder in the paper roll compartment. First, position the left hand side of the holder in its notch, then position the right hand side in its notch (see figure 132).
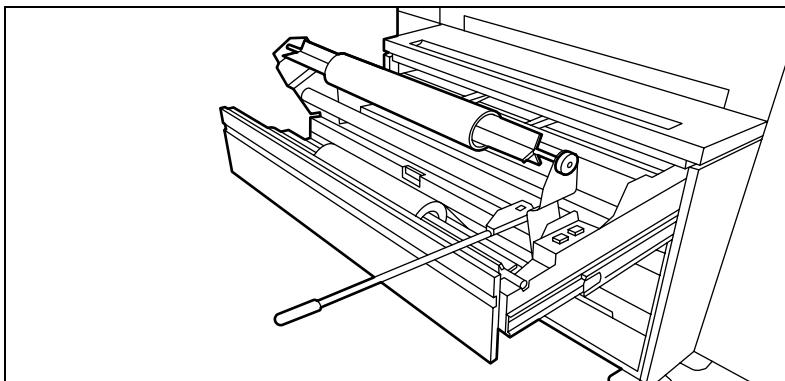


[132] Put the roll into the paper roll compartment

**8** If the new roll does not have a straight leading strip you can cut it manually.

**9** Press the correct button inside the paper roll compartment and feed the paper between the input guide plates as indicated by the arrow (see figure 133). The material is fed into the machine.
**Note:** *Also see the stickers inside the roll compartments on how to feed paper.*
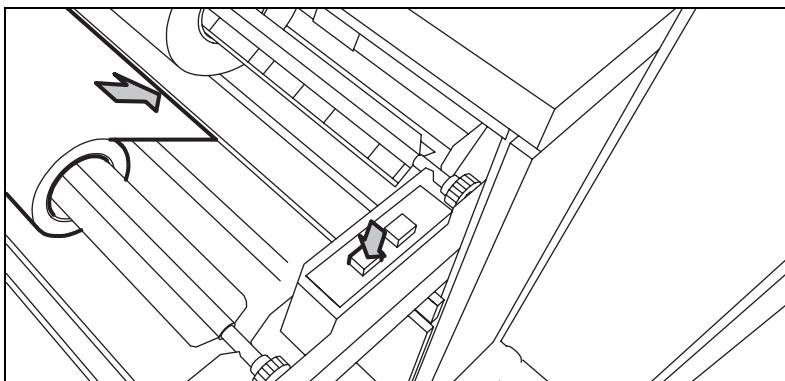


[133] Button to feed the paper

**10** Close the paper roll compartment. The material is cut. The size of material is indicated on the operator panel.
**Note:** *If you have loaded another media type, you have to define the type (see 'Define the media type' on page 242).*

▼ **Use the roll loader to load a roll**

1 Fully open the roll compartment.
   In the drawer, the roll loaders are installed. The roll loaders consist of a metal frame with a lever and a green knob in the middle of the lever.
2 Pull the horizontal lever to the right to put the roll loader in vertical position.
3 Pull the lever completely forward. The roll holder is lifted (see figure 134).
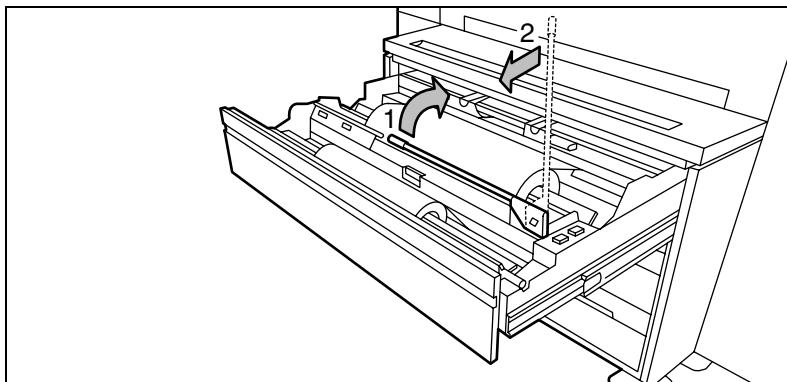


[134] Roll loader in vertical position

4 Remove the roll holder from the paper roll compartment using both hands.
5 Press the green knob inside the roll holder to release the locking mechanism and remove the core from the holder.
   **Note:** *You can place the new roll in the groove on top of the manual feed of the printer. See the arrow on picture 129 on page 238.*
6 Slide the roll holder in the new roll of material while you press the green knob.
7 Align the roll with the correct size indicator on the roll holder and release the locking mechanism.
8 Use both hands to place the holder in the roll loader (see figure 132).
9 Put the holder back in the roll compartment by returning the roll loader lever to its vertical position.
10 Press the correct button inside the paper roll compartment and feed the paper between the input guide plates as indicated by the arrow (see figure 133). The material is fed into the machine.
   **Note:** *Also see the stickers inside the roll compartments on how to feed paper.*

   **Attention:** *Be careful when you lift the lever to avoid damage to the roll compartment.*

11 Use both hands to slide the material under the metal paper guide until it makes contact, follow the procedure 'Load paper' on page 238.

▼ **Define the media type**

**1** Press the 'On-line' key on the printer operator panel to put the printer Off-line. The message 'Off-line' is displayed in the status window.

**2** Press the left selection key to shift the focus to the media selection.

**3** Use the arrow keys to select roll 1, to 6 (see figure 135).

**4** Press the right selection key to select the setting you want to define.

**5** Use the arrow keys to define the settings.
**Note:** *The system detects the media size. Media sizes of both the DIN and ANSI paper series are available. Use the Arrow buttons to select either a DIN or ANSI format.*

**6** Put the printer On-line again by pressing the 'On-line' key.
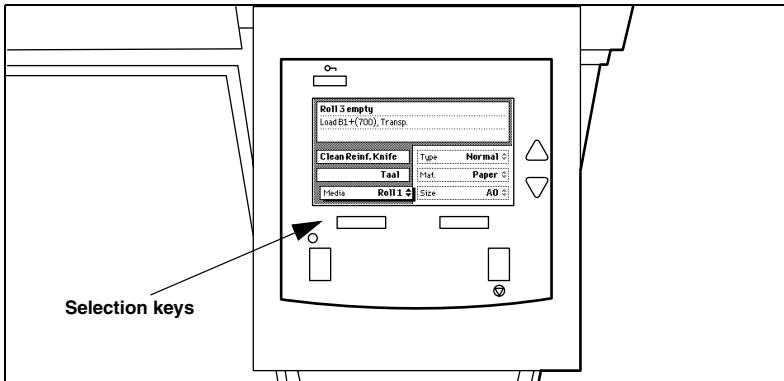


[135] To set the correct media

**7** When you are ready, you can continue your job.

# Clear the chip tray

If the chip tray is full, you must clear the paper chips.

▼ **How to clear the chip tray**

1 Open the upper paper roll compartment.
2 Take out the chips (see figure 136).
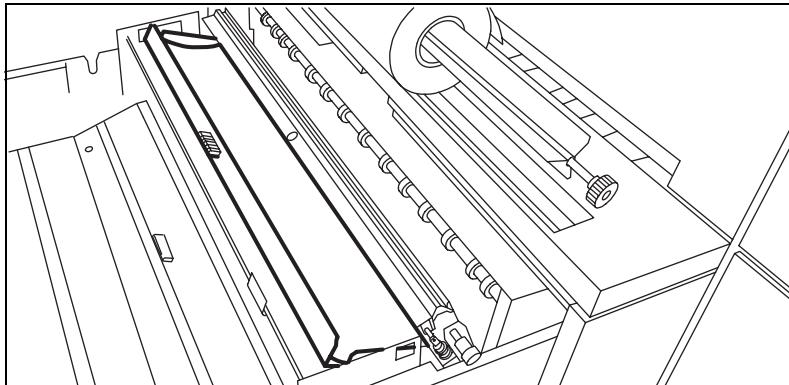


[136] The chip tray

3 Close the paper roll compartment.

# Add the toner

If the toner is empty the display shows: 'Out of toner' (see figure 137). You can add toner even while you print a job. You can finish your current job.

**Note:** *If you do not add toner in time, the system will stop.*



Out of toner
Fill E1 toner
Press "on line"

Text     Pictures
[137] 'Out of toner' message

▼     **How to add toner**

1  Shake the toner bottle.
2  Loosen the cap.
3  Open the front top cover.
   **Note:** *Only use E1 toner.*
4  Open the toner refill opening.
   **Note:** *Do not remove the seal of the bottle opening.*
5  Put the bottle with the ridge into the notch of the fill opening and push it down (see figure 138).
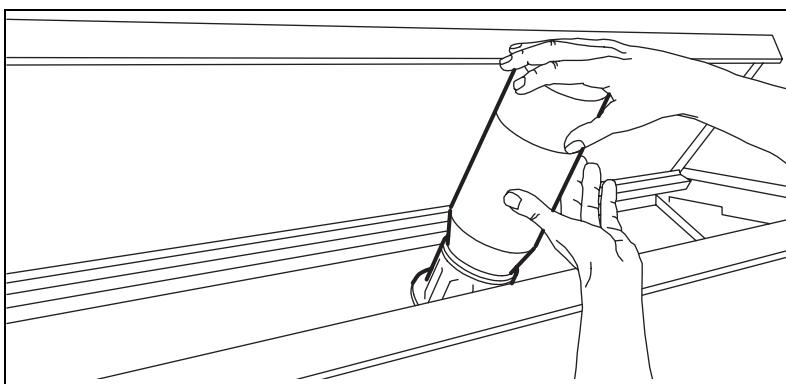


[138] Put the toner bottle into the fill opening

The seal at the bottle opening is cut at the opening of the toner reservoir, allowing the toner to get out of the wide bottle.

**6** Hit the bottom of the bottle.

**Note:** *Just add one bottle at a time.*

**7** When the bottle is empty, remove the bottle.

**8** Close the fill opening

**9** Lift top cover and pull the hinge towards you to close the top cover (see figure 139).
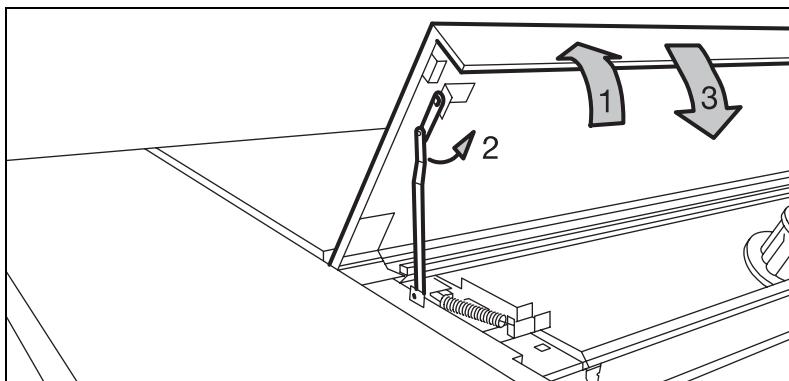


[139] Close the top cover

**10** Fasten the cap on the empty toner bottle. The Océ service engineer takes the empty toner bottles with him at the next visit.

**Attention:** *If you have spilled some toner, (see 'Safety data sheet Océ TDS600 scanner' on page 315) for information about disposal and cleaning.*

# Chapter 14
# Maintenance

*This chapter describes:*
- *The maintenance of the (glass platen and the) reference roller*
- *The maintenance of the reinforcement unit*
- *The maintenance of the punch unit*

**océ**

# Maintenance of the reference roller of the Océ TDS800 scanner

If the reference roller is dirty or static, you must clean the reference roller.

**Attention:** *When you clean the reference roller, be careful not to damage the sensors on the scanner.*

▼ **How to clean the reference roller**

1 Turn off the scanner.
2 Press the grip at the right hand side, below the original feed table, to open the top cover of the scanner (see figure 140).
**Note:** *Make sure that you hold the top cover of the scanner.*
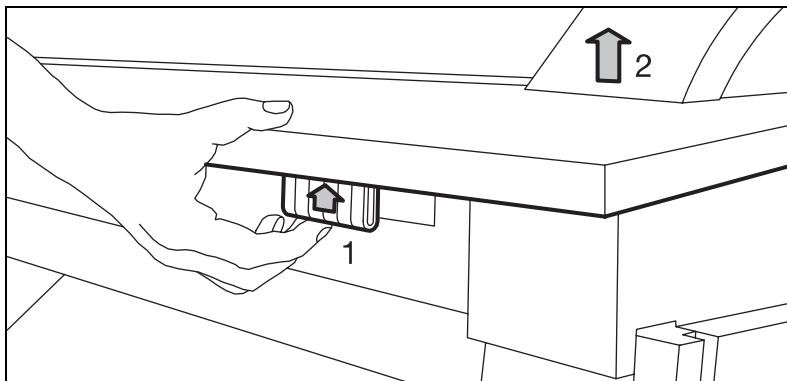


[140] Open the top cover of the scanner

**3** Clean the white reference roller over it's entire circumference with a soft cloth with a small quantity of Cleaner A.
For safety information see 'Safety data sheets' on page 312.

**4** Press at the left and right side of the scanner to close the top cover of the scanner (see figure 141).
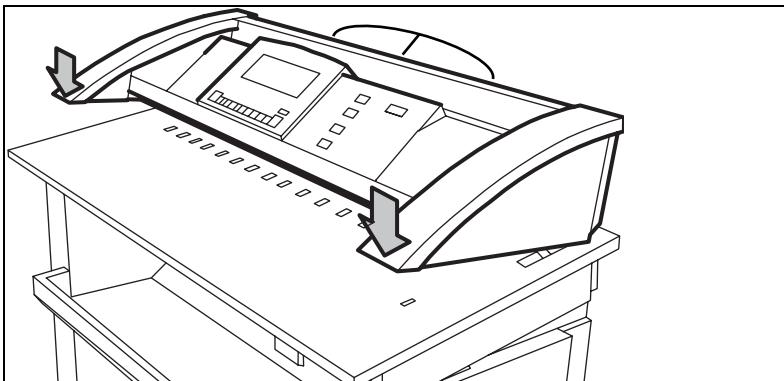


[141] Close the top cover of the scanner

**5** Turn the scanner on.

# Maintenance of the glass platen and the reference roller of the Océ TDS600 scanner

If the glass platen is dirty or static, it should be cleaned to ensure top quality output. At the same time you can clean the white reference roller.

**Attention:** *When you clean the reference roller, be careful not to damage the sensors on the scanner.*

▼ **Clean the glass platen and reference roller**

1 Turn off the scanner.
2 Open the top cover of the scanner (see figure 142).
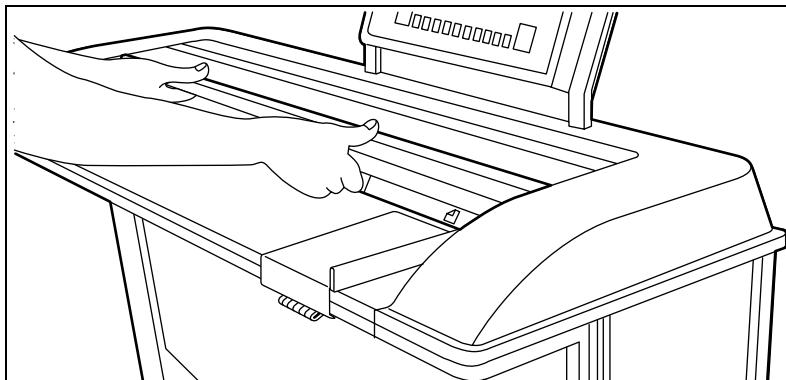


[142] Opening the top cover of the scanner

**3** Clean the glass platen with a soft cloth moistened with water (see figure 143).
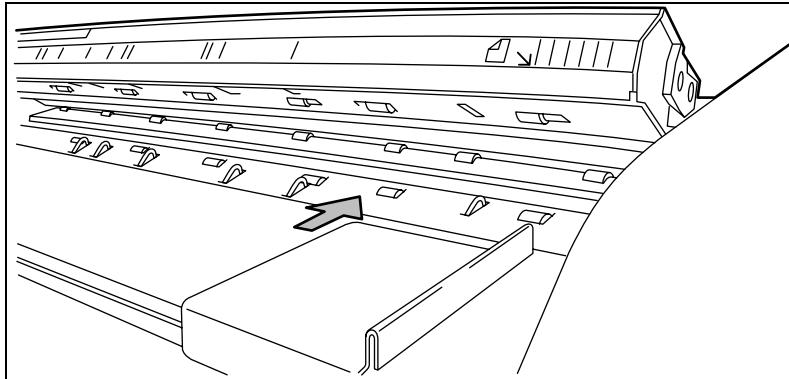


[143] Glass platen and reference roller

**4** Clean the white reference roller with soft cloth moistened with a small quantity of Cleaner A (see figure 143).

**5** Lift the top cover of the scanner to release the lock of the hinge, and close the cover (see figure 144).
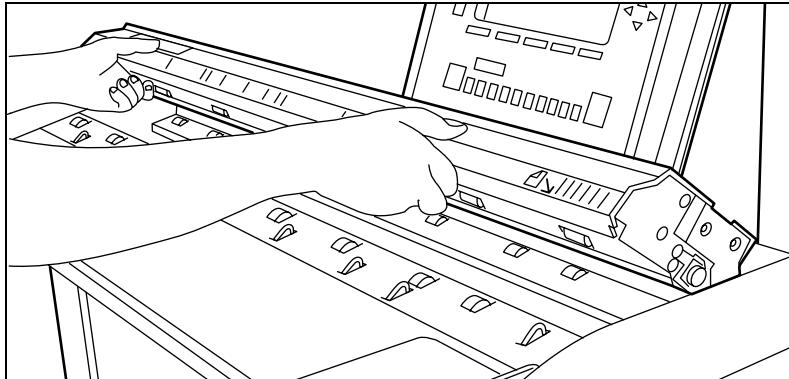


[144] Closing the top cover of the scanner

**6** Turn the scanner on.

# Maintenance of the Reinforcement Unit

This section covers maintenance activities for the optional reinforcement unit of the folder, such as:

■ Insert a new tape roll
■ Empty the waste box
■ Clean the reinforcement knives

**Attention:** *To avoid damage to the reinforcement unit, only use the original reinforcement strips from Océ.*

## A new tape roll

When the tape roll is empty while the printer is in stand-by, one of these messages will appear on the display:

■ 'Load reinforcement tape'
■ 'Reinforcement unit empty' (if the printer was running when the roll ran out of tape).

When a tape roll is empty while the printer is running, this message will be accompanied by a picture of the printer with the side door of the reinforcement unit blinking (see figure 145).
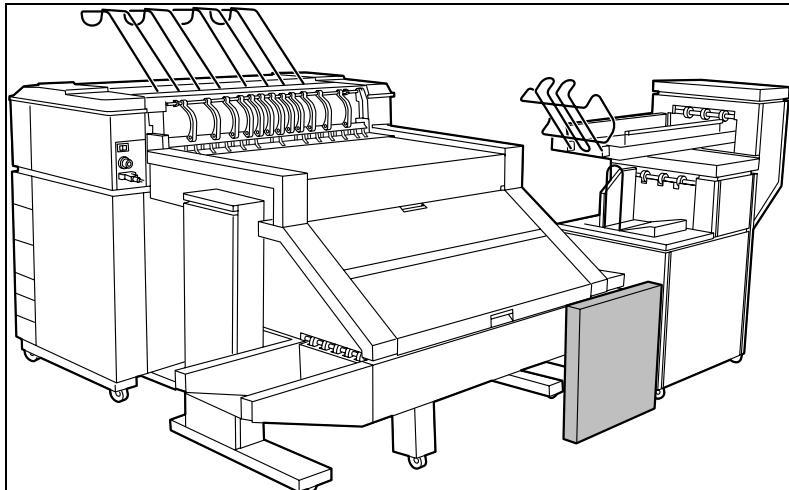
[145] No tape in reinforcement unit

▼      **How to remove an empty tape roll**

1  Open the side door of the reinforcement unit (see figure 146).
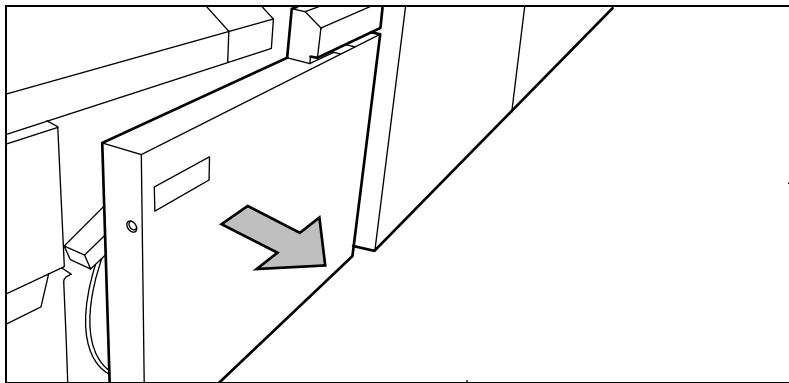


[146] Opening the side door of the reinforcement unit

**2** Turn the two guide plates away from the pin roller and lock them into their open position (see figure 147).
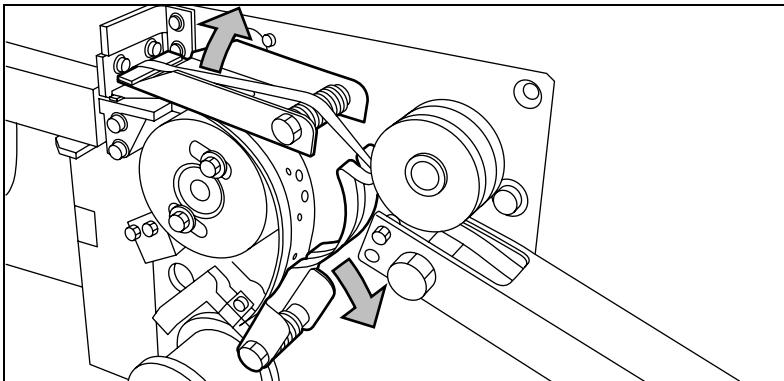


[147] Opening the guide plates

**3** Remove the trailing strip of the old tape (see figure 148).
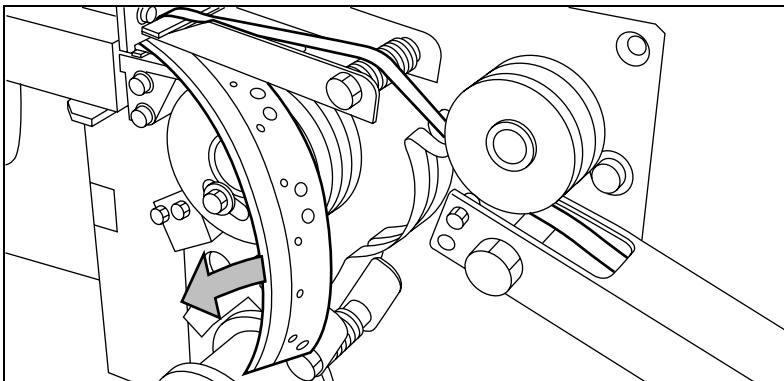


[148] Removing the trailing strip of the old tape

**4** Open the front side plate of the roll holder by unscrewing the green knurled nut and remove the old kernel.
**Note:** *Clean the reinforcement knives before you put in a new roll. See 'Clean the reinforcement knives' on page 261 for more information.*

▼ **How to insert a new tape roll**

**1** Place the new roll and close the side plate. Make certain that the roll is placed with the holes to the back and the protection sheet to the front (see figure 149).
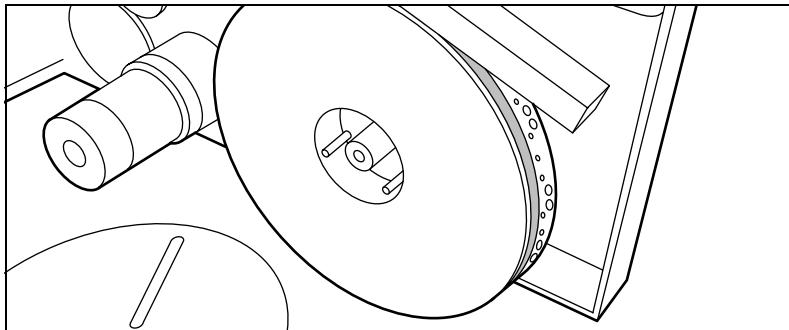


[149] Placing the new roll

**2** Detach the end of the roll and lead the tape over the large guide roller (see figure 150).
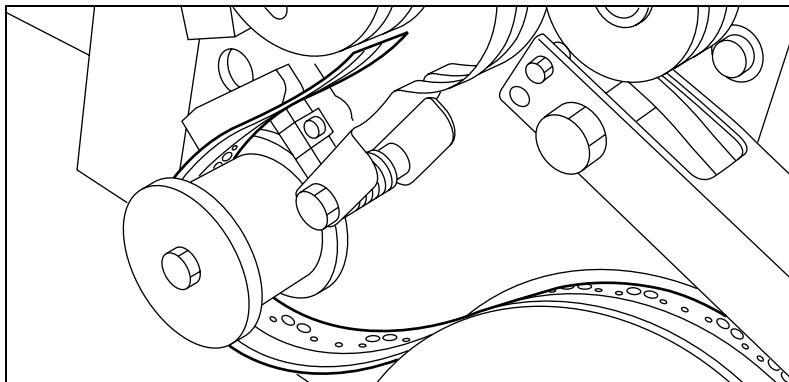


[150] Guiding the tape around the guide roller

**3** Lead the tape between the upper and lower knife and over the pin roller (see figure 151).
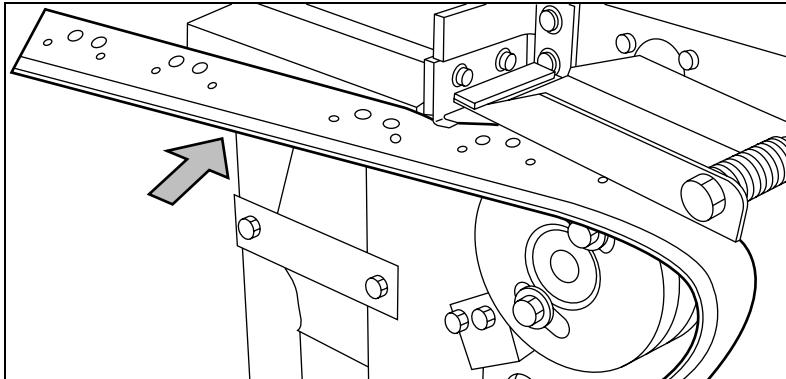


[151] Leading the tape between upper and lower knife

**4** Make certain that at least 200 mm (2 strip lengths) of tape protrude from the knife section (see figure 152).
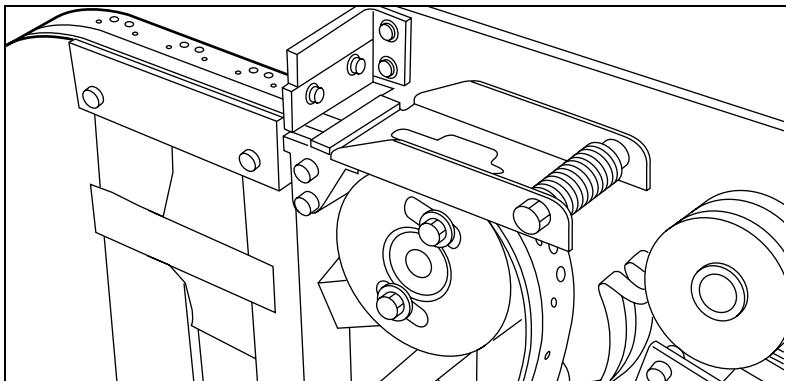


[152] Protruding tape

**5** The holes in the tape must be aligned with the hole pattern on the sticker you can find on the frame plate of the reinforcement unit (see figure 153). If this is not the case, you lift the tape from the pin roller and push the tape further between the two knives until the holes are aligned.
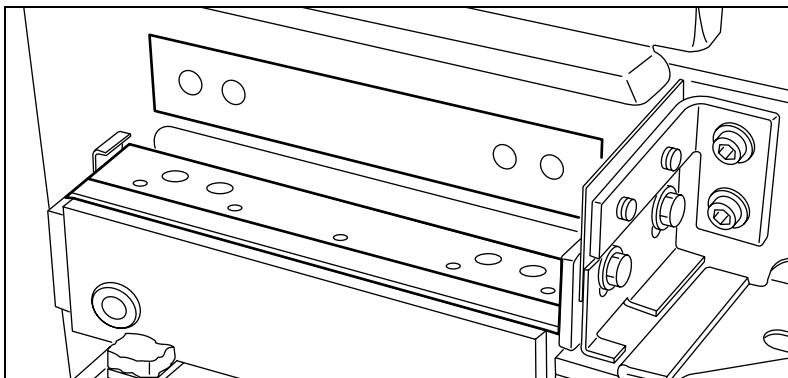


[153] Adjusting the holes on the tape

**6** Close the guide plates of the pin roller (see figure 154).
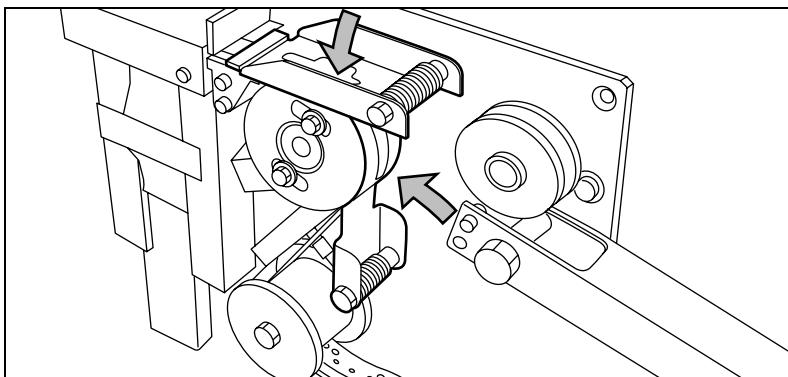


[154] Closing the guide plates

▼ **How to prepare the tape roll for operation**

**1** Peel the protection sheet off the tape (see figure 155).
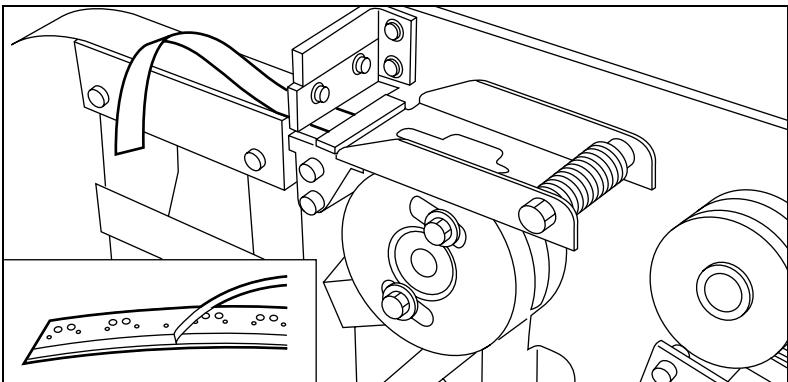
[155] Peeling off the protection sheet

**2** Lead the protection sheet back between the upper and lower knife.
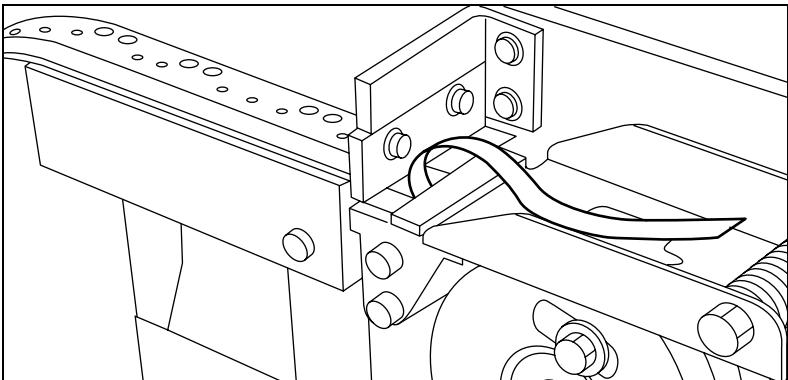
[156] Leading the protection sheet between upper and lower knife

**3** Lift the guide and lead the protection sheet between the protection sheet rollers, pulling the protection sheet tight (see figure 157).
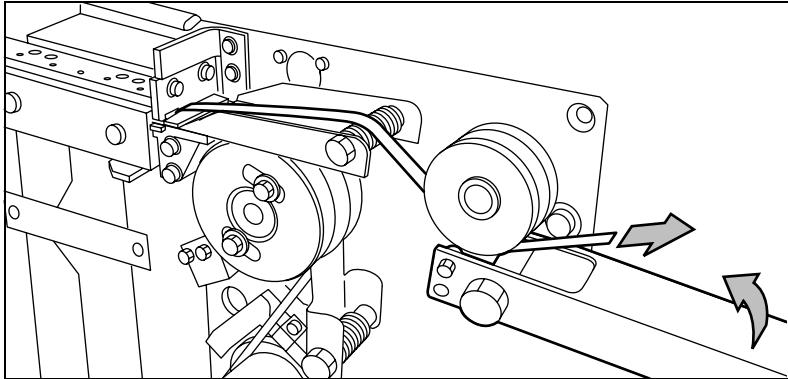


[157] Leading the protection sheet between the rollers

**4** Insert the leading strip of the tape into the closed section of the slide (see figure 158).
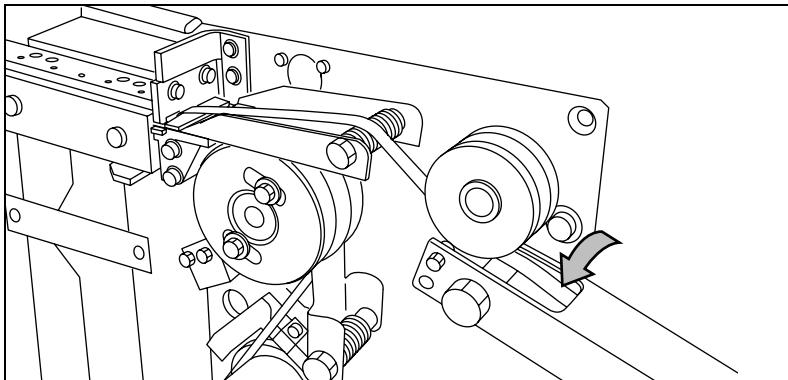


[158] Inserting the tape into the closed section of the slide

**5** Hold the upper guide plate down and cut the tape at the knife section by quickly pulling the strip up so that the tape is cut by the upper knife (see figure 159).
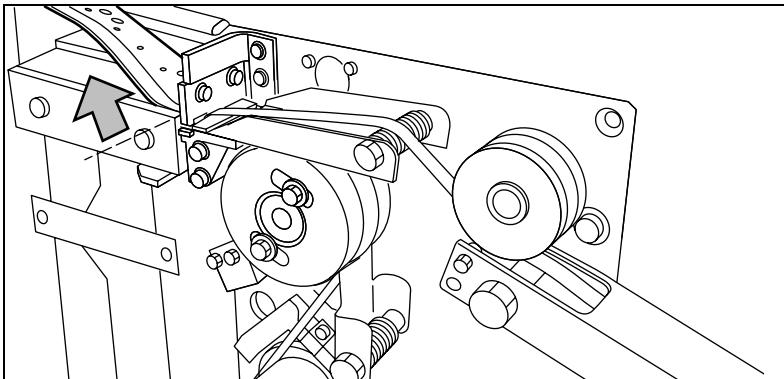


[159] Cutting the tape at the knife section

**6** Close the side door of the reinforcement unit.

## Clear the waste box

If a reinforcement unit is installed, the protective sheet from the reinforcement tape is stored in a waste box.

**Note:** *You can clear the waste box while you print.*

▼    **How to clear the waste box**

**1** Pull the waste box to the left hand side and towards you to open the waste box (see figure 160).
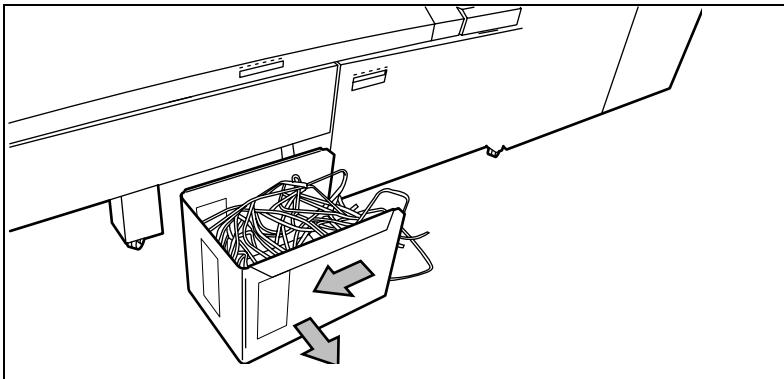


[160] Open the waste box

**2** Clear the box.

**3** Push the waste box forward and push it to the right hand side to close the waste box (see figure 161).
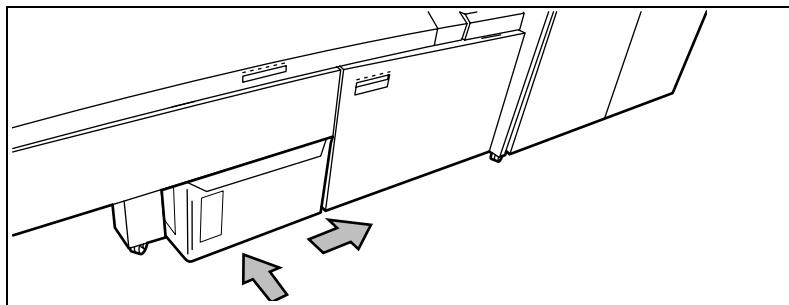
[161] Close the waste box

# Clean the reinforcement knives

The knives of the reinforcement unit get sticky from the glue on the reinforcement tape. Clean the knives when you insert a new tape roll (see 'A new tape roll' on page 252) or when an error in the Reinforcement Unit occurred.

Put the knives into a position so that you have access to all parts.

**Attention:** *To avoid damage to the Reinforcement Unit, only use the original Cleaner K and Fixing Unit Cleaning Oil (silicon oil) from Océ.*

▼ **How to clean the reinforcement knives**

**1** Press the on-line key on the printer operator panel to put the printer off-line. The message 'Off line' is displayed in the status window.

**2** Press the left selection key to shift the focus to 'Clean reinf. knife'. A shadow effect is used to indicate that the focus is set to this menu.

**3** Select the right selection key 'Clean'. The reinforcement knives are placed in the correct position.

**4** The machine stops and the yellow indicator on the printer goes ON.

**5** A picture of the printer appears on the display with the side door of the reinforcement unit flashes.

**6** To see the text, press the 'text' key.
**Note:** *When a job is running, the message 'Job interrupted' appears. The machine stops running after it has correctly finished the prints that were already in the printer.*

**7** Open the side door of the reinforcement unit (E).

**8** Clean the upper and lower knife with Cleaner K (see figure 162).
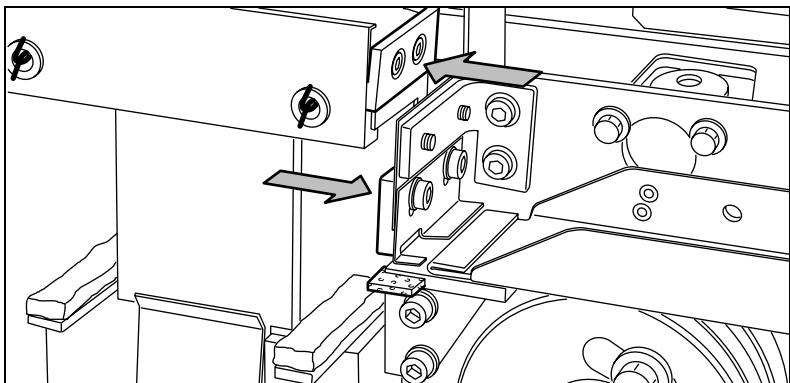


[162] Clean the upper and lower knife

**9** Oil the felt with Fixing Unit Cleaning Oil (silicon oil).
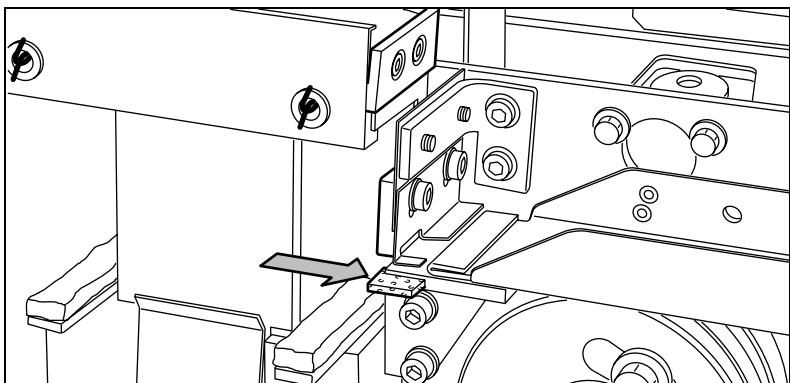


[163] Oil the felt

**10** Close the side door of the reinforcement unit.
The knives are placed back in its home position. The picture on the display disappears. The message 'Press start to resume job' or 'Ready to print' appears, depending on whether or not a job was interrupted to clean the knives.

**11** The yellow indicator goes OFF.

# Maintenance of the punch unit

▼ **Empty the waste basket**

1 Open the front door of the folder (see figure 164).
2 Lift the waste tray to remove the tray (see figure 165).
3 Empty the waste basket.
4 Put the waste basket back in it's original position. Make sure you feel the magnetic click.
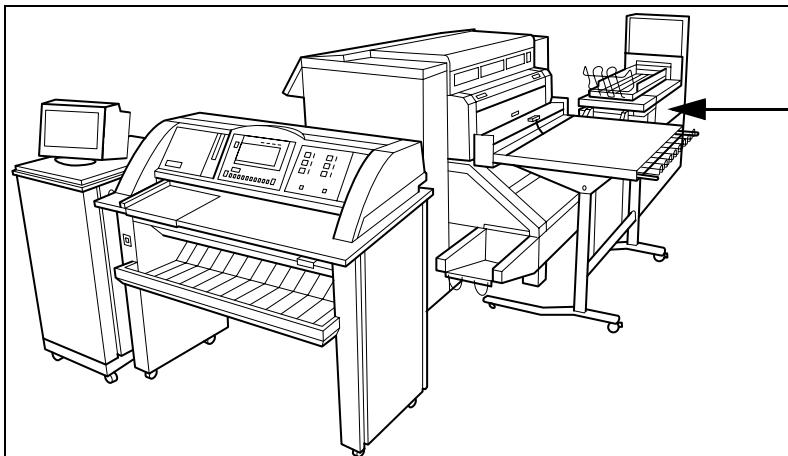
[164] Open the front door of the folder
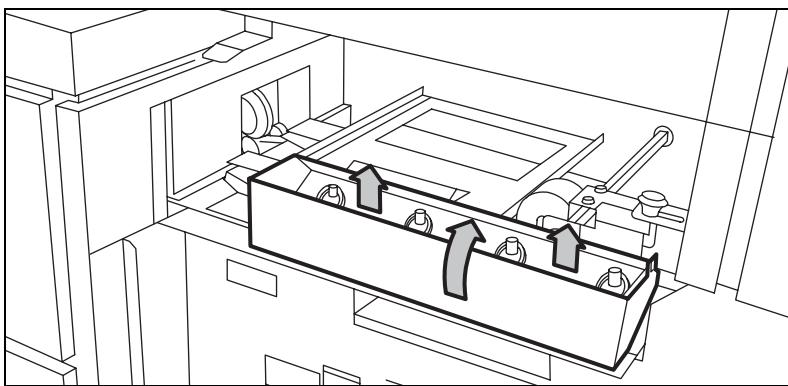
[165] Remove the waste tray

1 Remove the waste tray
2 Put it back. Use the magnetic force to put it back.

# Chapter 15
# Problem solving

*This chapter describes how to solve problems which can occur when you use the Océ TDS860.*

# Introduction

Problems that can occur include
- Original jams.
- Paper jams,
- Problems with the Reinforcement Unit,
- Problems which you can correct if you follow the instructions on the display,
- Other problems.

When an error occurs, the display informs you about:
- What is the problem,
- Where the problem occurred,
- How to correct the problem.

Normally the paper moves through the system without problems. On the graphic display a cover or door indicates in which part of the system the paper has stopped.

Stickers on some parts of the system indicate which green handles, green knobs, green bars and covers, etc. you have to lift, press or open to remove any jammed paper.

The display guides you through a sequence of steps to correct the problem. If a jam occurs in more than one location, the display will continue to instruct you until all jammed paper has been removed.

After you corrected the error, the display gives you instructions on how to continue the job.

# How to clear original jams (TDS800-scanner)

When you scan and an original jams, the message 'Original jam' appears on the scanner display. You must remove the original from the scanner.

▼ **Remove a jammed original**

1 Press the handle under the original feed table to open the top cover of the scanner (see figure 166).
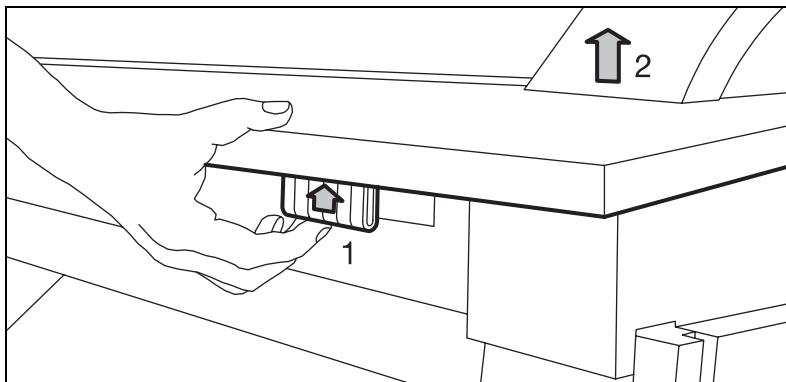


[166] Open the top cover of the scanner

2 Remove the original.
3 Press the left-hand and right-hand side of the scanner down to close the top cover of the scanner (see figure 167).
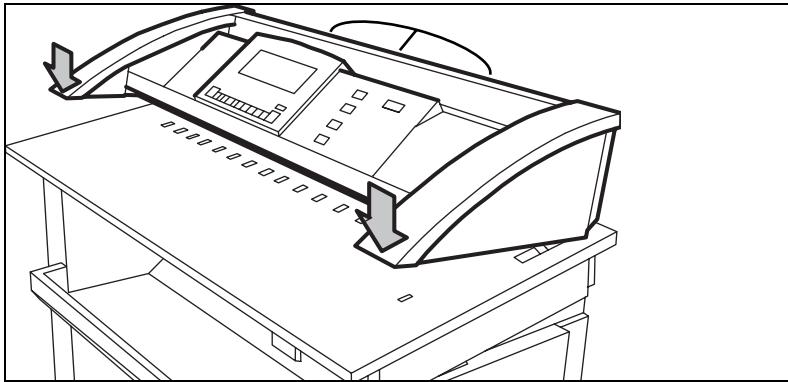
[167] Close the top cover of the scanner

**4** Make the original smooth and feed the original.

If an original jam occurs often:
- Check if you use the correct type of original.
- Check if you insert the original along the guide.
- Check if the original is damaged before you insert it.

# How to clear original jams (TDS600-scanner)

When an original jam occurs on the scanner, the message 'Original jam' appears on the scanner display. You must remove the original from the scanner.

▼ **Remove a stopped original**

1 Open the top cover of the scanner (see figure 168).
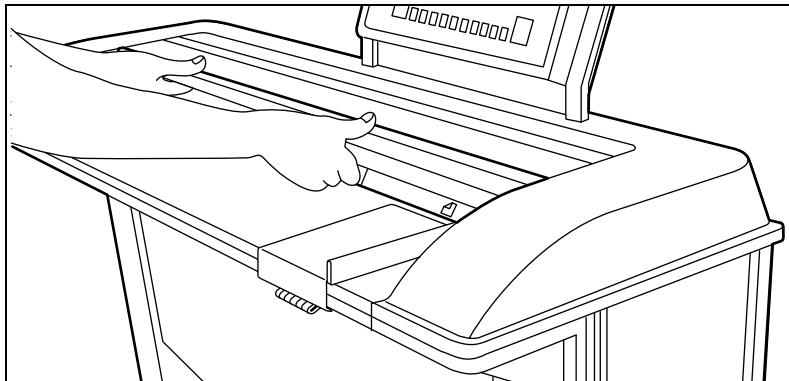


[168] Opening the top cover of the scanner

2 Remove the original.
3 Lift the top cover of the scanner to release the lock of the hinge, and close the cover (see figure 169).
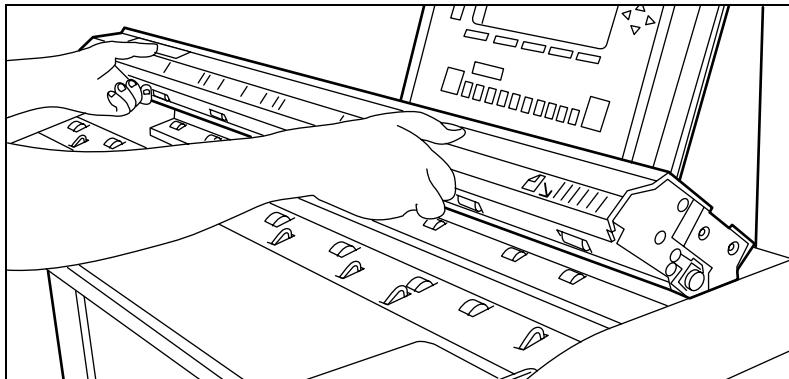


[169] Closing the top cover of the scanner

**4** Make the original smooth and feed the original.

If an original jam occurs often:

- Check if you use the correct type of original.
- Check if you insert the original along the guide.
- Check if the original is damaged before you insert it.

**Note:** *When you are working with poor-quality or valuable originals, you are advised to disable the rewind function to avoid the risk of jams during rewind.*

# How to clear paper jams

When paper jams, the printing stops and the message 'paper jam' appears in the display. The error location is shown by flashing covers or doors.

When paper jams:
- Follow the instructions on the display
- Leave the main power turn on to prevent the data loss, and correct the paper jam as described in the equivalent chapter.
- Remove all the pieces of paper from the machine.

If a paper jam occurs often, check if:
- The paper is refilled correctly, (see 'Load rolls of media' on page 238).
- The correct paper is used, (see 'Product specifications Océ TDS860' on page 296).
- All the pieces of paper are removed from the paper path.

Paper jams can occur in:
- The manual feed
- The fuser section
- The roll feed section
- The folder
- The reinforcement unit

C: fusing section (see page 273)

D: folding section (see page 281)

B: roll feed section (see page 277)

A: manual feed (see page 272)
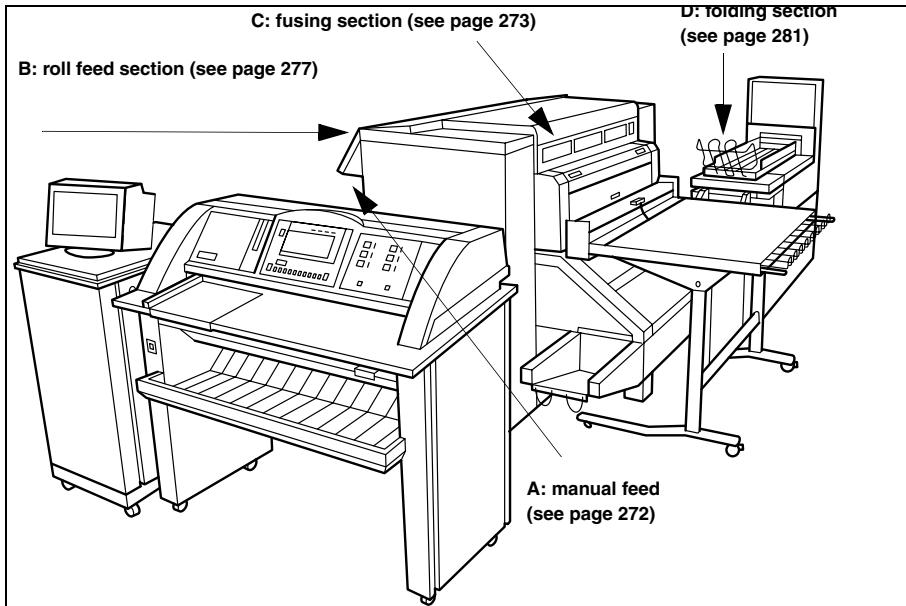
[170] Paper jam section

# Paper jam in the manual feed

▼ **How to clear a paper jam in the manual feed**

**1** Pull the manual feed table toward you to open (see figure 171).
**Note:** *Make sure that you open the manual feed table complete.*
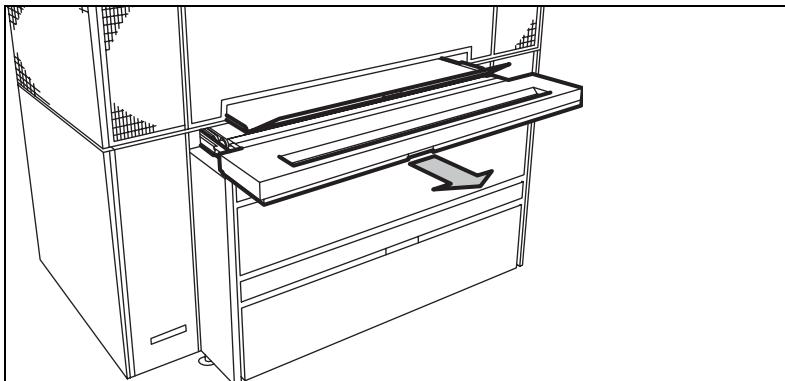


[171] Open the manual feed table

**2** Lift the green lever to open the plate.
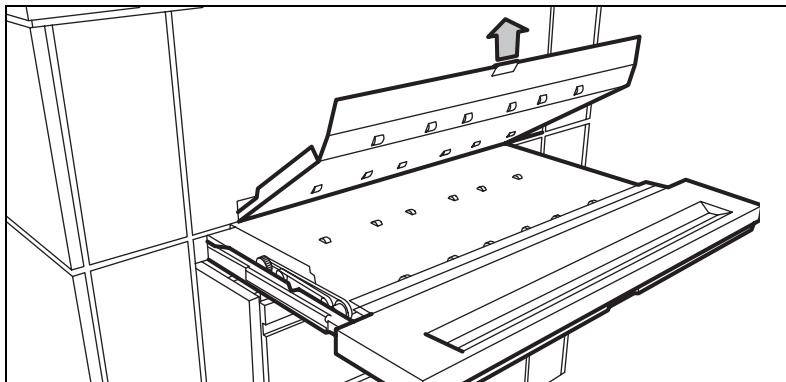

[172] Remove the paper

**3** Remove all the paper.
**4** Lower the plate.
**5** Push the manual feed table back in the original position.


# Paper jam in the fuser section

▼ **How to clear a paper jam in the fuser section**

**Caution:** *When you remove the paper in the fuser section, always wear the heat-resistant gloves. The heat-resistant gloves are in the left hand cover of the paper output unit.*

**1** Remove the output delivery tray (see figure 173).
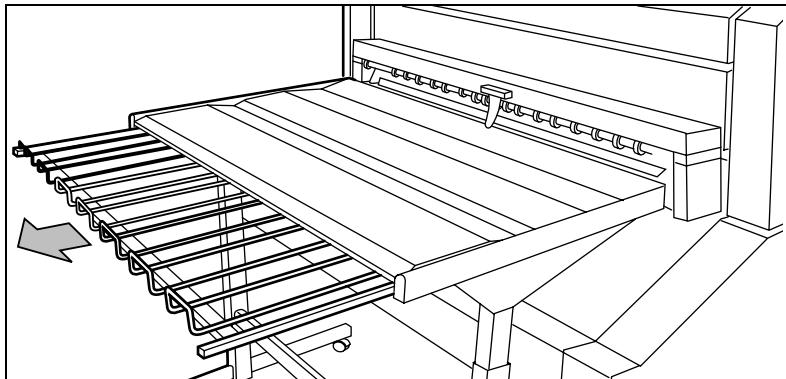

[173] The output delivery tray

**2** If you have a Océ TDS600 belt unit, put the belt in an upright position (see figure 174).
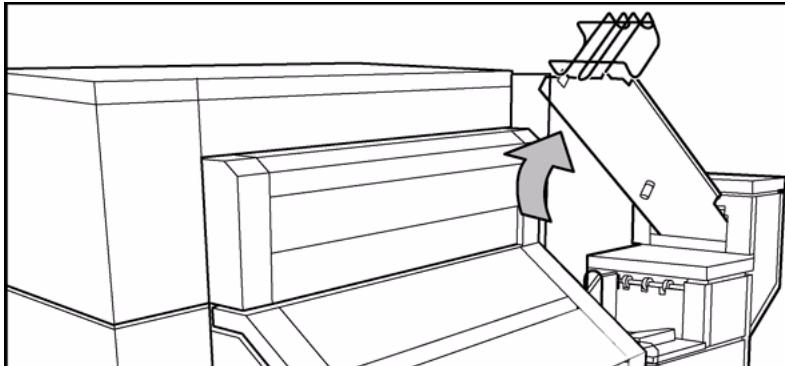


[174] Putting the belt in an upright position

**3** Open the top cover at the rear side (see figure 175).
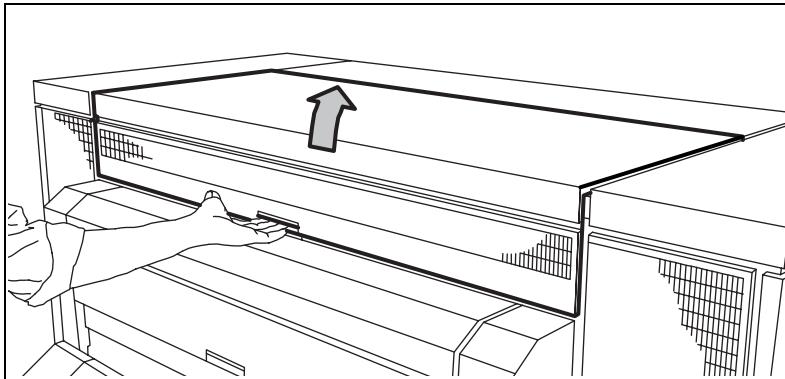


[175] The top cover at the rear side

**4** Pull the green lever toward you to open the output transport unit (see figure 176).
**Note:** *If you can not open the transport unit, you have to cut the paper and remove the paper.*
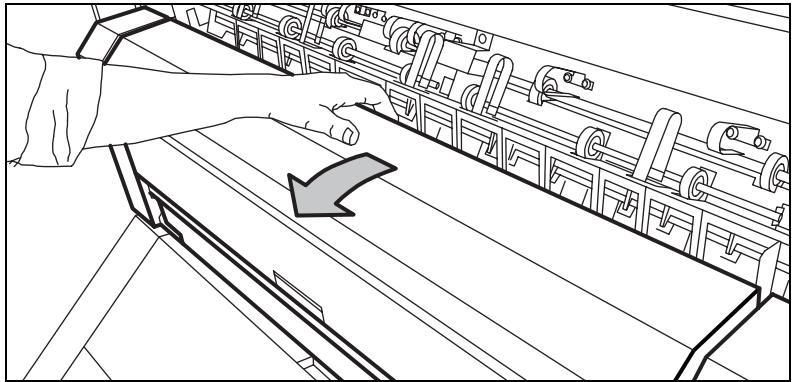
[176] The lower cover

**5** Pull the green bar of the fuser section toward you to open the fuser section.(see figure 177)
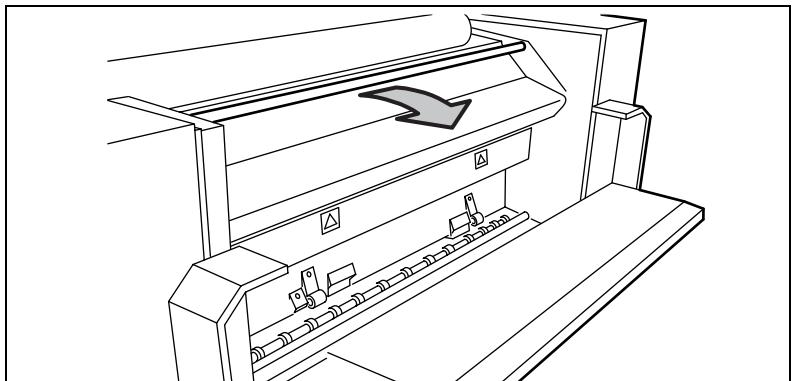


[177] The bar of the fuser section

**6** Take the crank found on the right hand cover of the paper output unit.
**7** Insert the crank in the slot and turn to the right. The paper is delivered from the paper output unit.
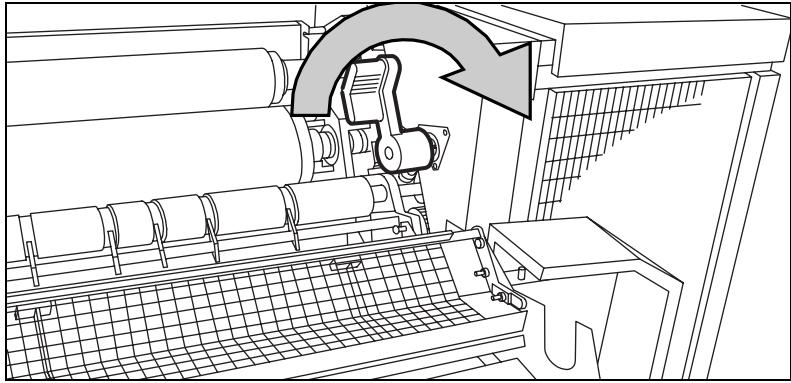
[178] The crank

**8** If the paper keeps coming, it is not cut and you have to cut it manually.

**9** Cut the paper and turn the crank to the right to deliver the paper.

**10** Remove the crank and return it to its original position.

**11** Pull the handle 1 towards you to open the pre-heater section (see Figure 179 on page 276).

**12** Pull the green handle 2 toward you and release handle 1 (see Figure 179 on page 276).

**13** Pull the green bar 3 toward you (see figure 179).
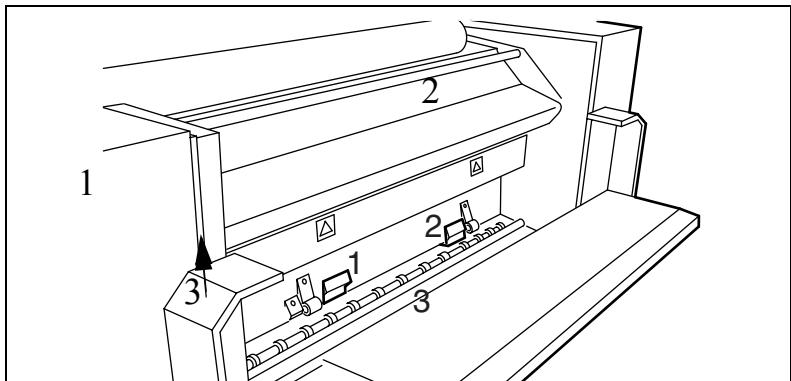


[179] The pre-heater section

Close as follows:

**14** Push the bar 3 back.

**15** Press the handle 1 downwards.

**16** Press the handle 2 back.

**17** Close the bar of the fuser section.

**18** Close the lower cover of the output unit.

**Caution:** *Do not hold your hand between the green lever and the lower cover when you close the cover. The lever moves toward the cover and can cause personal injury.*

19 Unlock the green bar and close the top cover.

If you can not correct the problem, you can open the output transport unit and remove the paper (see Figure 180 on page 277). If the fuser-section covers remain to flash on the display, check the fuser section again.
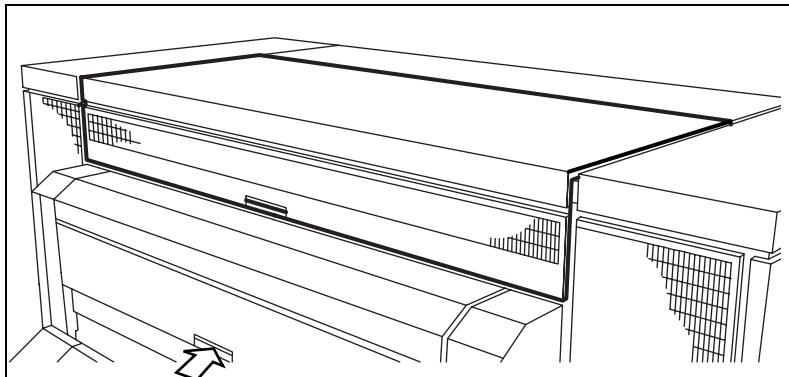


[180] Open the transport output unit

# Paper jam in the paper roll compartments

▼ **How to clear a paper jam in the paper roll compartments**

**Note:** *Make sure that you corrected all the problems in the fuser section, before you correct the problem in the roll feed section.*

1 Completely open the correct paper roll compartment.
2 Remove any jammed paper:
   ■ Behind the chip tray
   ■ Underneath the plate
   ■ Underneath the roll 2, the roll 4 or the roll 6 feed plate
3 Reload the roll if necessary.
4 Close the paper roll compartment.

# Paper jam behind the chip tray

▼ **How to remove the paper behind the chip tray**

1 Turn the green knob of the chip tray (upper compartment) or the vertical transport unit (lower compartment) (see figure 181).
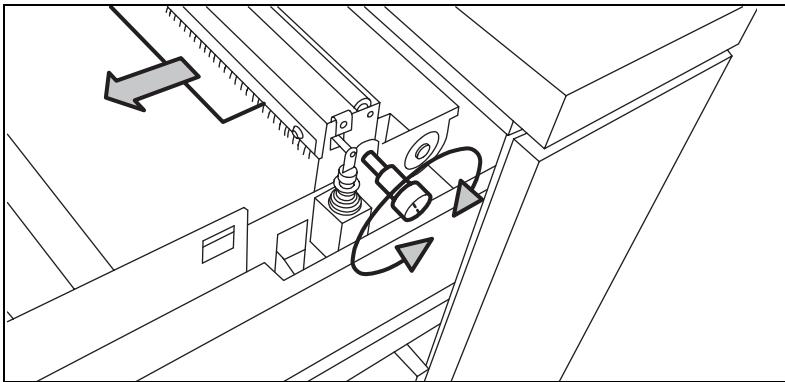


[181] Knob of the chip tray or vertical transport unit

2 Remove all the pieces of material.

or,

3 Lift the chip tray and pull the tray toward you to open the tray (see figure 182).
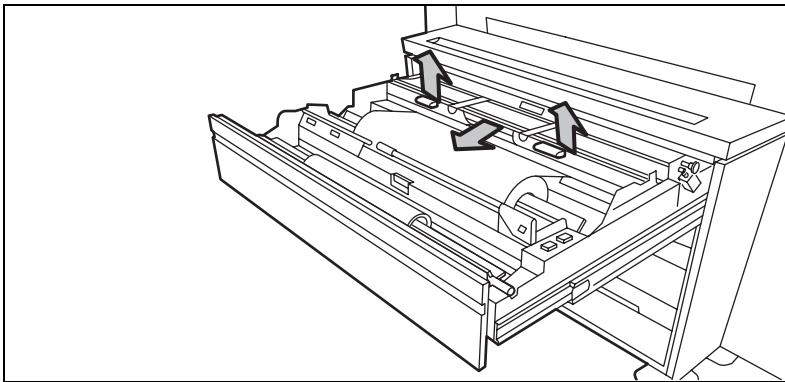


[182] Open the chip tray

4 Remove all the pieces of material.

5 Push the chip tray in its original position.

# Paper jam in the vertical transport unit

▼ **How to remove the paper in vertical transport unit**

1 Open the vertical transport in the lower and middle paper roll compartment (see figure 183).
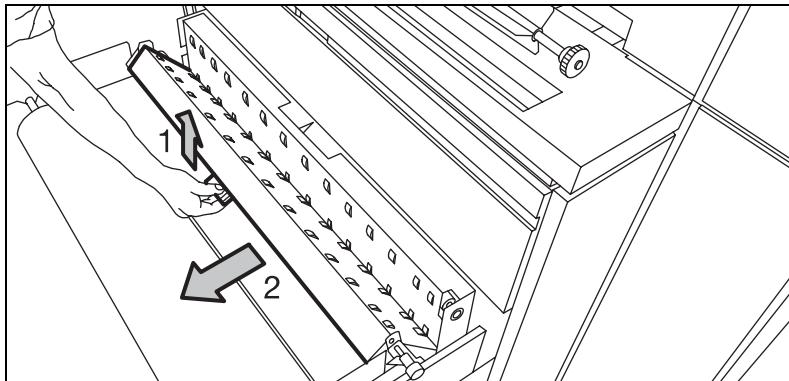


[183] The vertical transport in the lower and middle compartment

2 Turn the green knob to remove all the pieces of material in the vertical transport unit.

3 Close the vertical transport.

# Paper jam underneath the roll 1, roll 3 and roll 5 triangular feed unit

▼ **How to remove paper underneath the roll 1, roll 3 and roll 5 triangular feed unit**

1 Remove roll 1 (upper compartment) or roll 3 (middle compartment) or roll 5 in the lower compartment.

2 Pull the feed unit underneath the roll holder toward you to remove the unit (see figure 184).
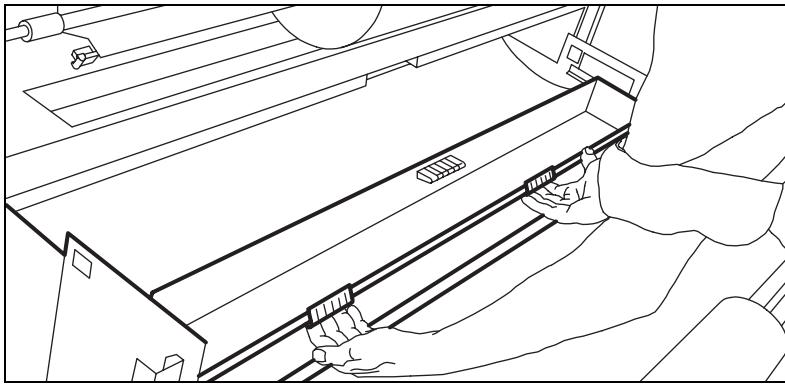


[184] The triangular feed unit

3 Remove all the pieces of material.

4 Return the triangular feed unit correctly.

5 Close the paper compartment.

**Note:** *If the covers continue to flash on the operator panel, check the roll feed section again.*

# Paper jam in the first fold section of the folder

▼ **How to clear a paper jam in the first fold section of the folder**

1 Open the cover of the first fold section (see figure 185).
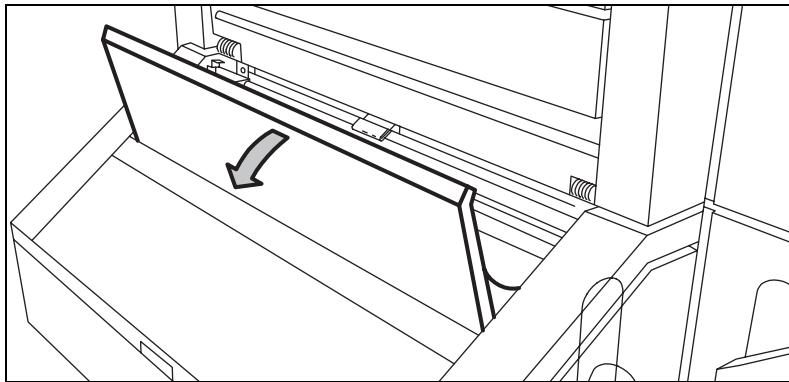


[185] The cover of the first fold section

2 Pull the green lever of the guide plate (A) to the first fold section to open the first fold section (see figure 186).
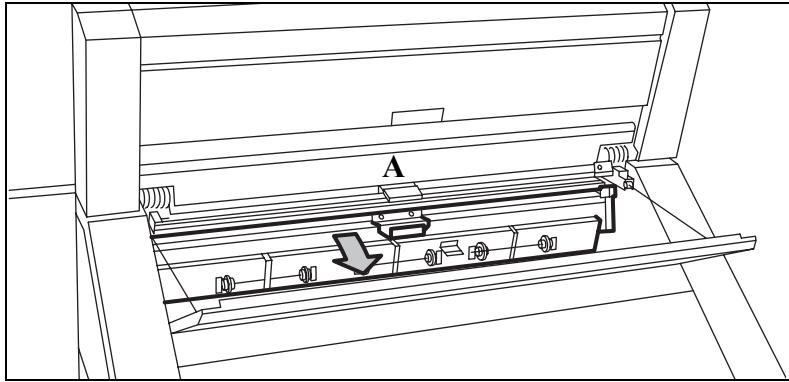


[186] The guide plate A of the first fold section

**3** Remove all the pieces of material.

**4** Open the next guide plate (B) (see figure 187).
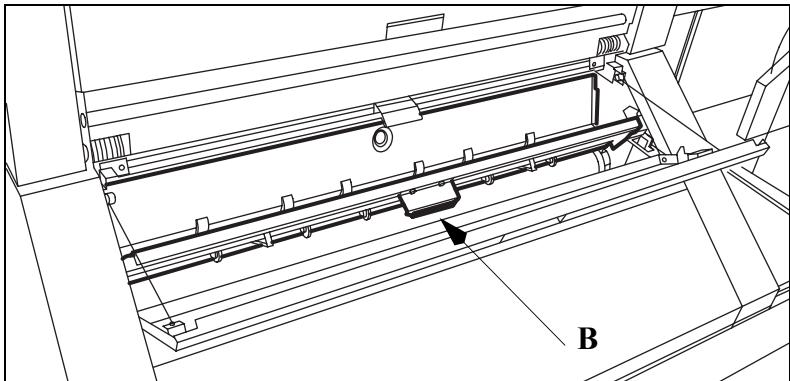


[187] Open guide plate B

**5** Remove all the pieces of material.

**6** Close the guide plate B.

**7** Lock the guide plate A to the first fold section with the green lever.

**8** Close the cover of the first fold section.

▼ **How to clear a paper jam in the folder transport section**

**1** Open the cover of the transport section to the first fold delivery at the left side (see figure 188).
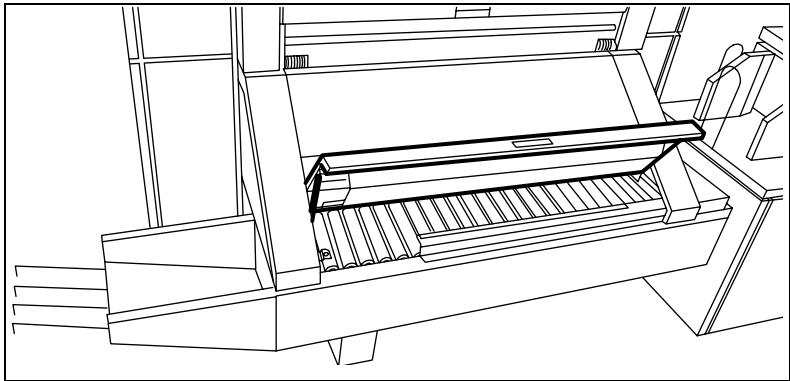


[188] The cover of the transport section to the first fold delivery

**2** Remove all the pieces of material.

**3** Close the cover of the transport section.

▼ **How to clear a paper jam in the second fold section**

1 Open the front door of the second fold section (see figure 189).
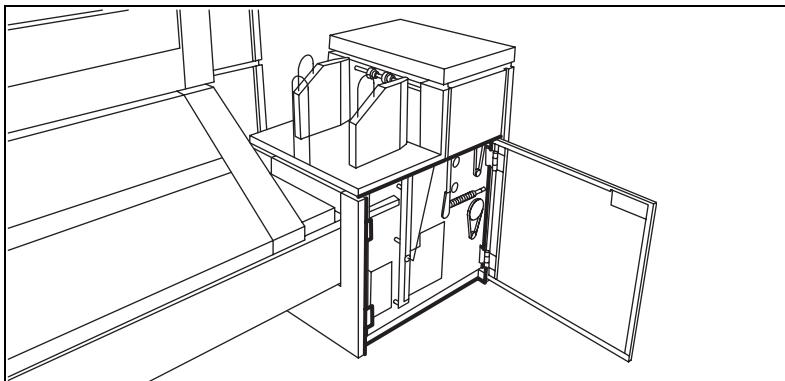


[189] The front door of the second fold section

2 Remove all the pieces of material at the bottom of the second fold section.
3 Close the front door of the second fold section.
4 Open the delivery unit (see figure 190).
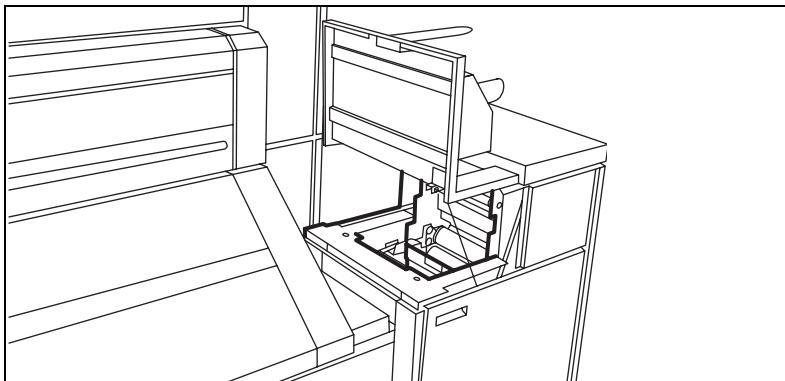


[190] Open the delivery unit

**5** Open the guide plate with the green lever (see figure 191).
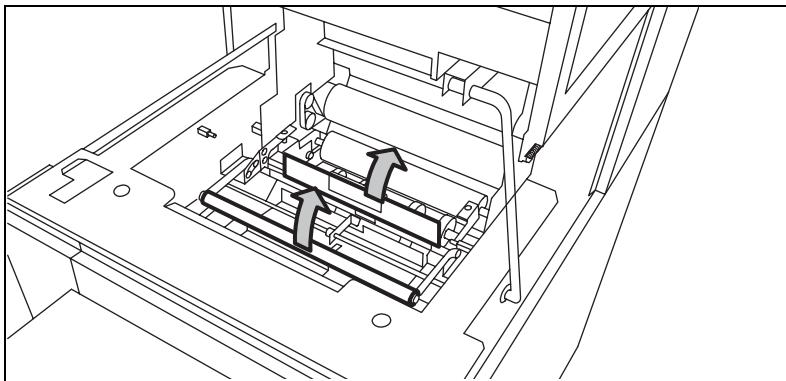


[191] The guide plate with the green lever

**6** Remove all the pieces of material.

**7** Open the vertical transport with the green lever (see figure 192).
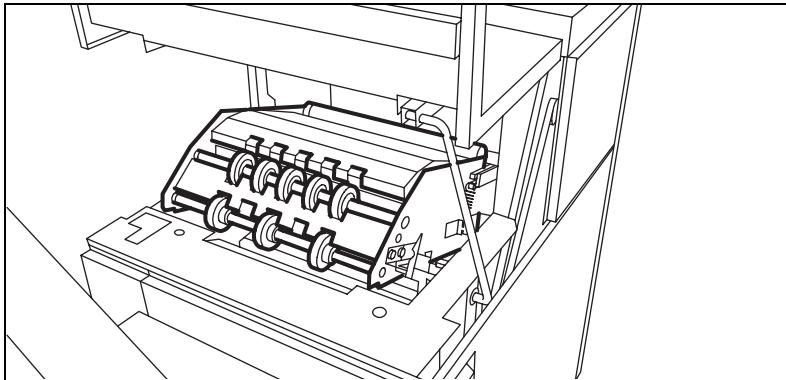


[192] The vertical transport

**8** Remove all pieces of material.

**9** Close he vertical transport.

**10** Close the guide plate.

**11** Close the delivery unit.

# Clear a paper jam in the high capacity output unit of the folder

▼ **How to clear a jam in the high capacity output unit of the folder**

**1** Open the top and lower door of the output unit.

**2** Press the two knobs and open the plate (see figure 193).
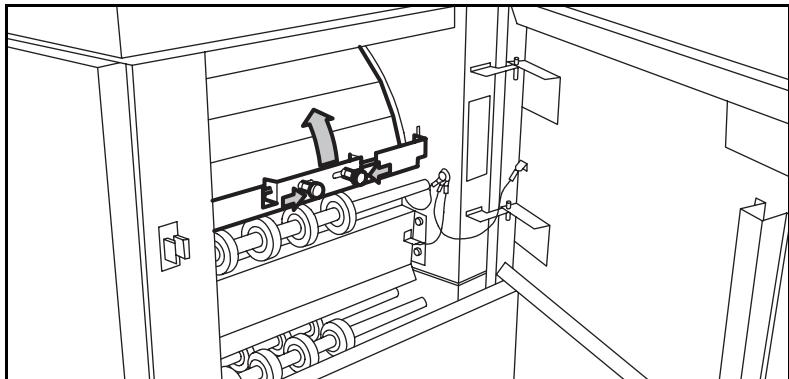


[193] Open the plate

**3** Remove all pieces of material.

**4** Fasten the plate.

**5** Close the top and lower door.

**6** Open the lower door.

**7** Press the two knobs of the upper plate and lower the plate (see figure 194).
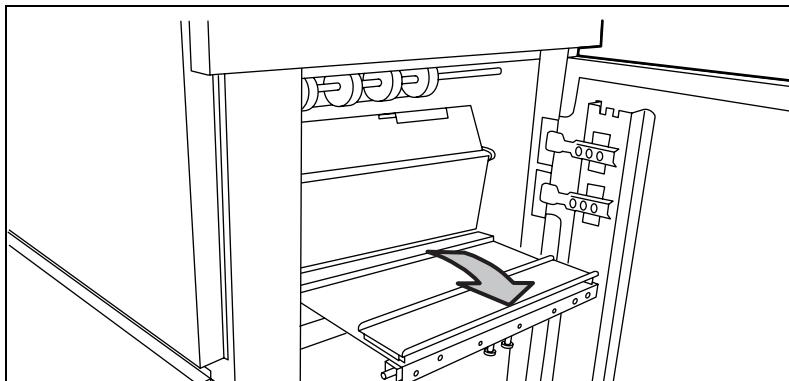


[194] Lower the plate

**8** Remove all pieces of material.

If it is not possible to remove the jammed media:

**9** Loosen the nuts and remove the plate
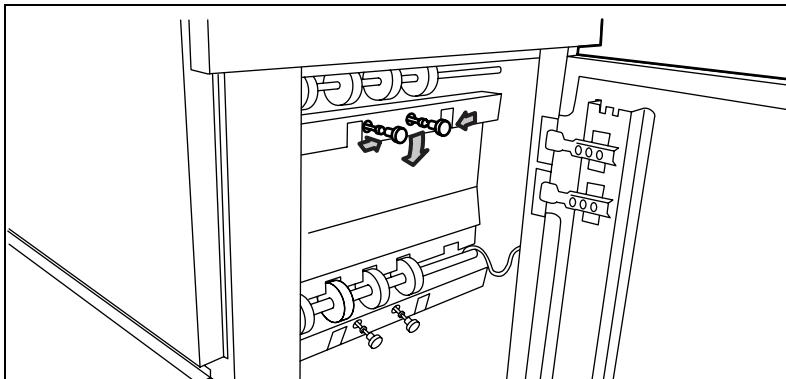


[195] Loosen the nuts and remove the plate

**10** Remove all pieces of material.

**11** Replace the plate and tighten the nuts.

**12** Close the lower door.

**13** Open the front door.

**14** Lift the waste tray to remove the tray (see figure 196).
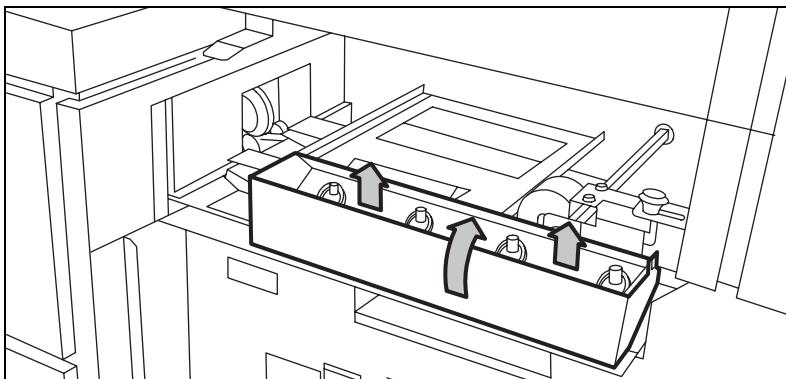


[196] Remove the waste tray

**15** Lift the next plate (see figure 197).
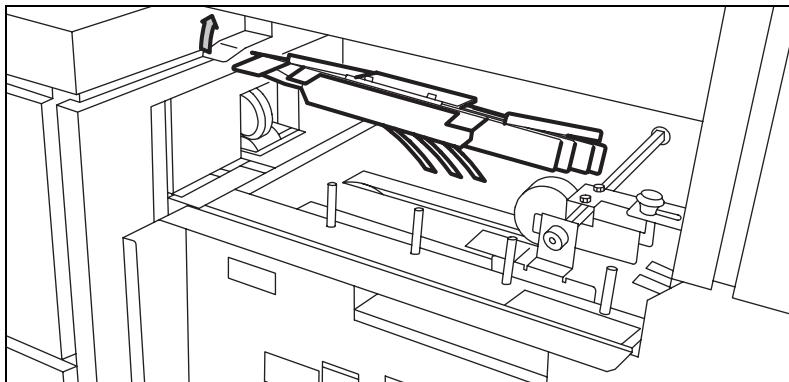


[197] Lift the plate

**16** Remove all pieces of material.

**17** Open the cover behind the delivery tray for the second fold (see figure 198).
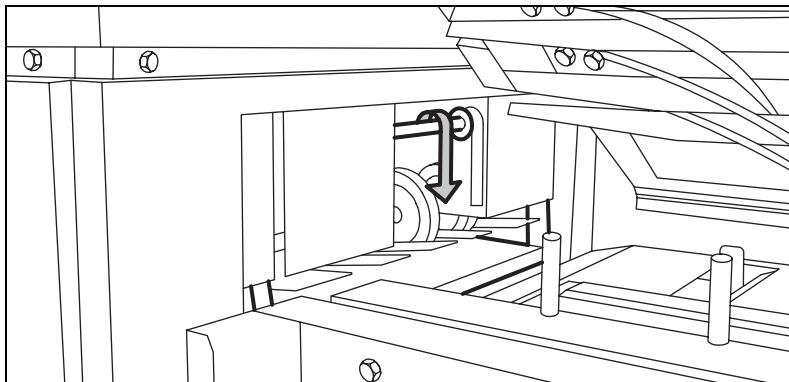


[198] Open the cover behind the delivery tray for the 2nd fold

**18** Remove all pieces of material.

**19** Close the cover, lower the plate and position the waste tray.

**20** Close the front door.

# Problems with the Reinforcement Unit

If a Reinforcement Unit is installed, the following errors can occur:

■ Paper jams
■ Tape jams
■ No reinforcement strips on the output

This section explains how you can correct these errors.

## Clear paper jams in the Reinforcement Unit

When a paper error occurs, the following message appears: 'Paper jam'. A picture of the printer appears on the display with three doors that flash (see figure 199).
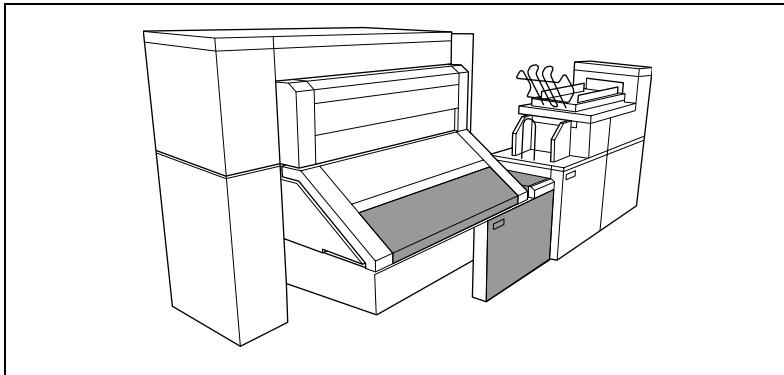


[199] Example of a paper jam

▼ **How to clear a paper jam**

**1** Open the cover of the transport to the First Fold delivery and remove all paper inside the first fold delivery (see figure 200).
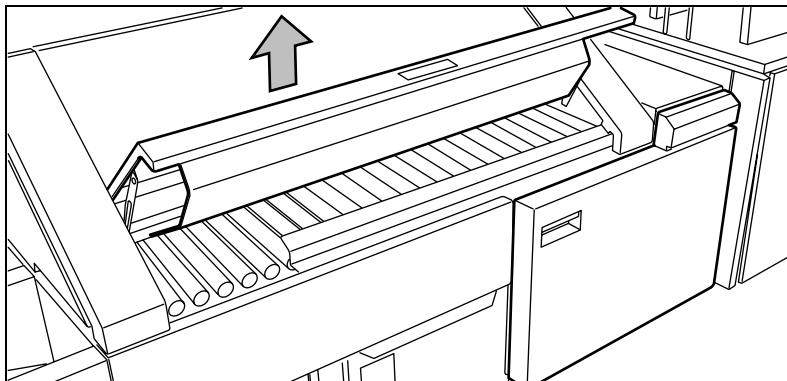


[200] The cover of the folder transport section

**2** Close the cover of the folder transport section.

**3** Open the front door of the Reinforcement Unit (see figure 201).
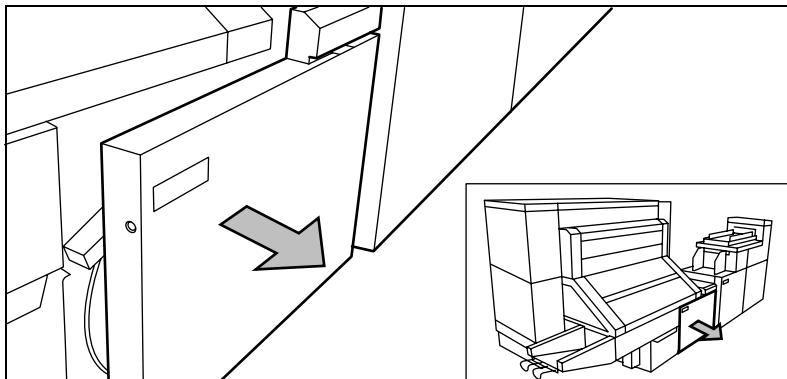


[201] The front door of the Reinforcement Unit

**4** Open the top cover of the Reinforcement Unit and remove all pieces of material inside the unit (see figure 202).
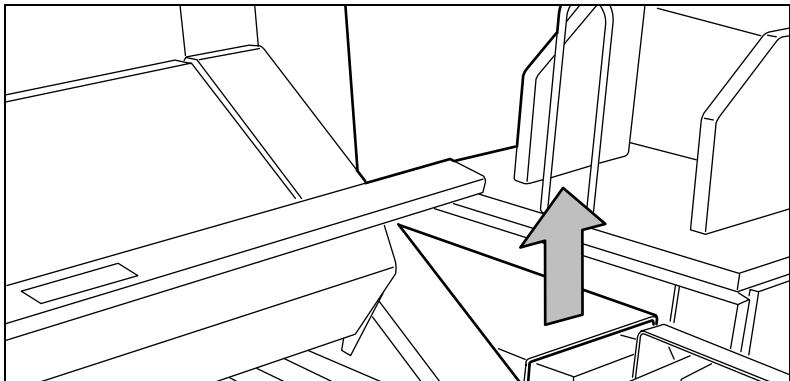


[202] The top cover of the reinforcement unit

**5** Close the top cover and the front door of the Reinforcement Unit.

## Clear tape jams in the Reinforcement Unit

When a tape jam occurs one of the following messages appears on the display:
- 'Reinforcing not possible: tape jam' for copy jobs
- 'Re-feed reinforcement tape' for print jobs.
- 'Tape jammed in reinforcement unit' for print and copy jobs while the printer was running.

When a tape jam occurs while the printer runs, the message has a picture of the printer. The picture shows that the side door of the Reinforcement Unit flashes (see figure 203).
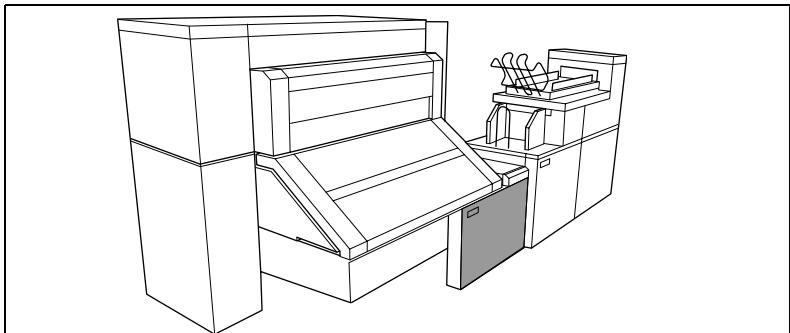


[203] Tape jam in reinforcement unit

▼ **How to clear a tape jam**

1 Open the front door of the Reinforcement Unit (see figure 204).
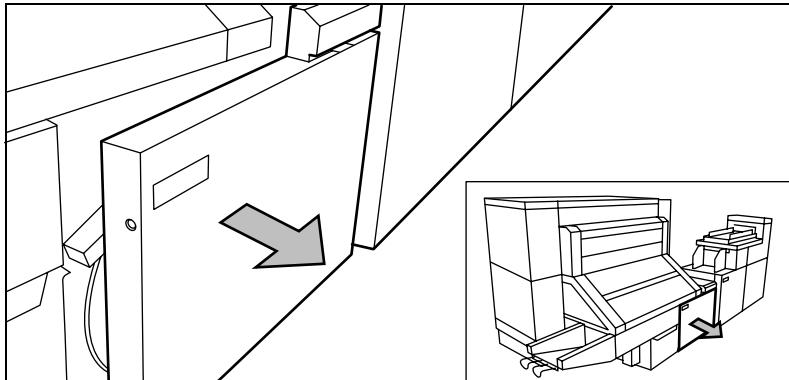


[204] Open the front door of the reinforcement unit

2 Turn the two guide plates away from the pin roller into their locked opened position (see figure 205).
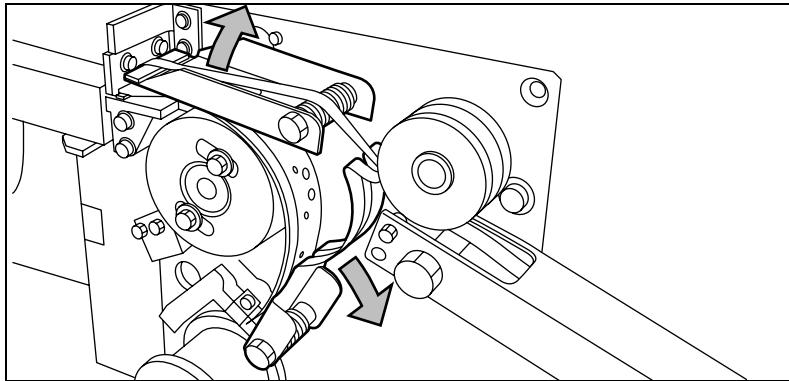


[205] The two guide plates

**3** Remove all tape between the rollers and knives (see figure 206).
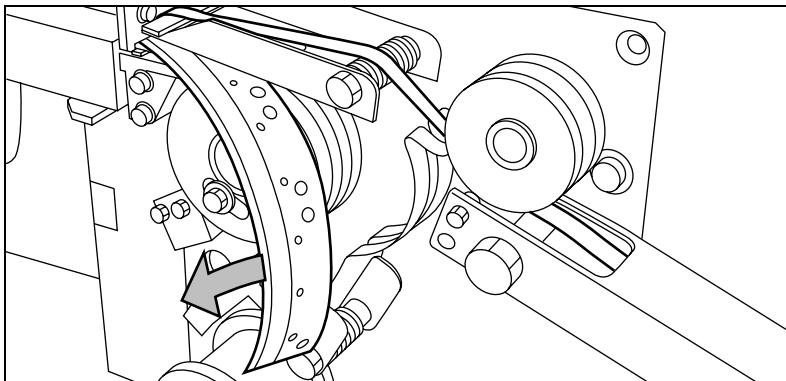


[206] Remove the tape

**4** Insert a new trailing strip of tape between the rollers and the knives. For complete information refer to 'If you have spilled some toner, (see 'Safety data sheet Océ TDS600 scanner' on page 315) for information about disposal and cleaning.' on page 245.

# No reinforcement strips on the output without an error message

This error occurs when there are no reinforcement strips on the output although reinforcement is selected. This can happen when the file header (Remote Control Format or Océ Job Ticket) contains instructions to have no reinforcement.

**Note:** *If you want to process A4 formats, reinforcement can be disabled for this format.*

▼    **To solve this error**
**1** Press the Stop key on the operator panel twice.
**2** Open the side door of the Reinforcement unit.

**3** Check if there are loose reinforcement strips in the unit with the protection sheet still on(see figure 207).
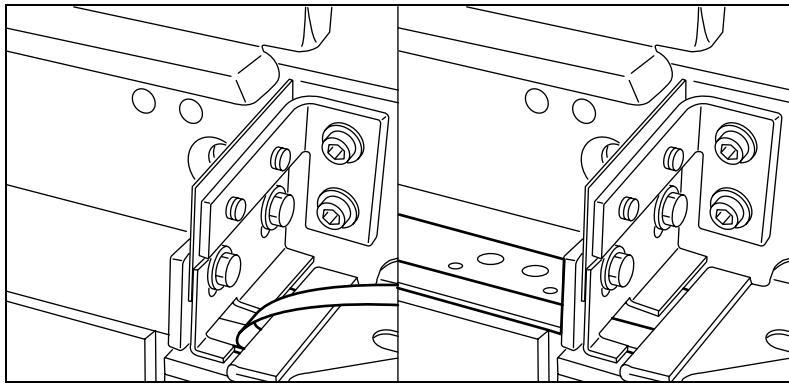


[207] Situation A: No mechanical error        Situation B: Mechanical error

**4** If yes, remove the tape strips in the Reinforcement Unit.
If the protection sheet is not on the reinforcement strip (see situation A in figure 204), there is no mechanical error and you should insert a new tape roll as described in 'Inserting a new tape roll' on page 143. If this error frequently occurs you should call the Océ service organisation (see 'Other problems (call service)' on page 184).

**5** Remove all tape between the rollers and knives (see figure 208)
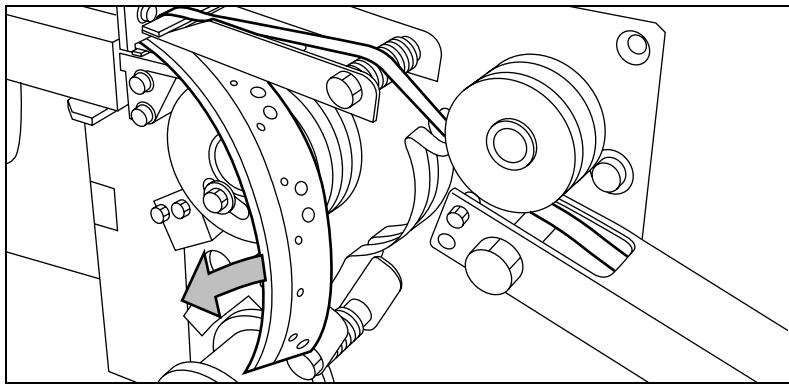


[208] Remove the tape

**6** Wire a new trailing strip of tape between the rollers and the knives 'If you have spilled some toner, (see 'Safety data sheet Océ TDS600 scanner' on page 315) for information about disposal and cleaning.' on page 245.

# Other problems

If you have a problem that you can not correct, call the Océ service organisation. In this case turn off the system with the main switch and leave the system as it is.

# Appendix A
# System specifications

7

# Product specifications Océ TDS860

The Océ TDS860 is a wide format, black and white, high volume multifunctional system. The Océ TDS860 offers a broad range of print, copy, and scan-to-file function.

| Printer | |
| --- | --- |
| Technology | Océ Copy Press with organic photoconductor and LED exposure |
| Resolution | 400 dpi |
| Speed | 6, 8 or 10 A0 /min. |
| Media sources | 2, 4 or 6 rolls (maximum capacity 200 m per roll). Manual sheet feed from A4 to 36". Roll widths 297 mm - 914 mm |
| Output sizes | DIN and ANSI formats from A4 to A0 and 36", up to 200 meters long. |
| Media types | Plain, transparent, fluorescent and colored papers; films and vellums |
| Output reception | Output Delivery Tray (ODT) for 150 prints |
| Warm-up time | 17 minutes |
| Electrical requirements | 50 Hz / 230 V 3$\phi$: 16/12/11 A<br>50 Hz / 400V 3$\phi$: 11/6/7 A<br>50 Hz / 415V 3$\phi$: 11/6/6 A<br>50 Hz / 200V 3$\phi$: 17/12/12 A<br><br>60 Hz / 240 V 21 A<br>60 Hz / 200 V 3$\phi$: 18/13/12 A<br>60 Hz / 208 V 3$\phi$: 17/12/12 A<br>60Hz / 220 V 3$\phi$: 17/12/11 A<br>60 Hz / 240 V 3$\phi$: 15/12/9 A<br>60 Hz / 380 V 3$\phi$N: 11/6/6 A<br>60 Hz / 415 V 3$\phi$N: 12/6/6 A |
| Dimensions Printer | 1720 mm (W) x 1146 mm (H) x 1400 mm (D) |
| Weight | 939 kg |

| Printer (continued) | |
|---|---|
| Safety approvals | TüV GS, CETECOM, CE, UL, (c)UL, CB, FCC Class B |
| Function | Multiple prints: up to 999 |
| | Automatic Language Sensing (ALS) |
| | Auto roll selection and switching |
| | Print manipulation: auto-positioning, rotation, auto-scaling |
| | File spooling on the controller |
| | Set memory: send once, process once, print many; capacity to store up to 250 A0s and create identical sets sorted by page or by set |
| | Concurrent receiving, processing, printing, and finishing of digital jobs |
| | Sophisticated local and remote user communication system with: |
| | Océ Queue Manager application: view status for each job and cancel, hold and restart the entire job. Inbox and history functionality. |
| | Océ System Control Panel application: view status and settings of system components |
| | Océ Settings Editor application: customise system settings |

## Océ Power Logic® Controller

| | |
|---|---|
| Platform | Océ Power Logic® Controller with embedded Windows XP® |
| Memory | 512 MByte RAM standard |
| Disk space | High-speed hard disk dedicated to file spooling. High-speed hard disk dedicated to set memory offering at least 2500 A0 storage capacity. |
| File formats | HPGL, HPGL2, HPRTL, TIFF 6.0, CALS type 1, NIRS, EDMICS (C4), CalComp 906/907/951, Adobe® PostScript® 3™ |
| Interfaces | Standard: Ethernet 10/100 Mbits/s with RJ45 Optional: Token Ring 4/16 Mbits/s. |
| Network protocols | TCP/IP, Novell (IPX, SPX) |
| Account logging (optional) | Records print, copy, and scan-to-file jobs by user and account number. Information stored in a (ASCII or UTF-16) file for later re-use |
| Job templates (optional) | Gives direct access to five different sets of settings on the scanner operator panel. |

## Océ Remote Logic® Applications

| | |
|---|---|
| Model | Local and remote user communication system |
| Applications | Océ Settings Editor: customise system settings Océ Queue Manager: view and edit status for each job, history queue, inbox queue. Océ System Control Panel: view status and settings of system components |
| Supported platforms | Windows® 95/98/2000, NT4.0® and XP. Apple Macintosh® OS, Unix (including Linux, HP-UX 10.20 and 11.00, and IBM AIX) |

## Scanner Océ TDS800

| | |
|---|---|
| Model | Free-standing console Optional: Original delivery tray |
| Technology | CCD, Océ Image Logic® real-time image processing hardware |
| Speed | 10 linear metres per minute or approximately 8A0s per minute |
| Original feed | Face up, left aligned Automatic feed off/on |

## Scanner Océ TDS800 (continued)

| | |
|---|---|
| Originals | Automatic original size detection<br>Width A4 to 36"<br>Length up to 15 m |
| Maximum thickness | 1 mm |
| Exposure control | Automatic, manual fine adjustment<br>*Special modes:* Lines & Text (default), Photo, Greys &<br>lines, Dark Original, Blueprint, Cut & Paste |
| Media selection | Manual or automatic, based on original size (autodetect)<br>and zoom factor.<br>Auto format detection of ISO and ANSI standard sizes. |
| Reproduction scale | Zoom: 25% - 400% (adjustable in 1% and 0.1% steps)<br>8 programmable fixed steps<br>Auto zoom to paper size |
| Input mode | Single sheet<br>Set (sets processing/set collation)<br>Multiple sheets |
| Function | Concurrent scanning and printing<br>Multi-copy mode: 1-999 copies (scan once print many)<br>Pre-programming of next job<br>Programmable default settings<br>Programmable custom card<br>Automatic roll selection<br>Automatic reduction/enlargement<br>Standard cut, synchro cut and custom cut modes<br>Leading and trailing strip adjustment (up to +/- 400 mm)<br>Two languages available |
| Image editing | Image align: Horizontal left, middle, right<br>Image align: Vertical top, middle, bottom<br>Image shift: horizontal/vertical up to +400 mm<br>Image mirroring |
| Noise level | 65 dB (A) operating, <45 dB (A) in stand-by |
| Electrical requirements | 50 Hz / 100 V 2,5 A<br>50 Hz / 230 V 1 A<br><br>60 Hz / 100 V 2,5 A<br>60 Hz / 120 V 2 A<br>60 Hz / 230V 1 A |
| Dimensions | 1320 mm (W) x 640 mm (D) x 1235 mm (H) |
| Weight | 166 kg |

| Scanner Océ TDS600 | |
|---|---|
| Model | Free-standing console |
| | Optional: Original delivery tray |
| Technology | CCD, Océ Image Logic® real-time image processing hardware |
| Speed | 5 linear meters per minute or approximately 4A0s per minute |
| Original feed | Face down, aligned to the right |
| | Automatic feed off/on |
| | Rewind original to front off/on |
| Originals | Automatic original size detection |
| | Image width: 210 - 914 mm |
| | Original width: 210 -1,020 mm |
| | Original length:150 mm - 15 m |
| Maximum thickness | 1 mm |
| Exposure control | Automatic, manual fine adjustment |
| | *Special modes:* Lines & Text (default), Photo, Grays & lines, Dark Original, Blueprint, Printed matter |
| Media selection | Manual or automatic, based on original size (autodetect) and zoom factor |
| Reproduction scale | Zoom: 25% - 400% (adjustable in 1% and 0.1% steps) |
| | Programmable fixed steps |
| | Auto zoom to paper size |
| Input mode | Single sheet |
| | Set (sets processing/set collation) |
| | Multiple sheets |
| Other operating Functions | Concurrent scanning and printing |
| | Multi-copy mode: 1-999 copies (scan once print many) |
| | Pre-programming of next job |
| | Programmable default settings |
| | Programmable custom card |
| | Automatic roll selection |
| | Automatic reduction/enlargement |
| | Standard cut, synchro cut and custom cut modes |
| | Leading and trailing strip adjustment (up to +/- 400 mm) |
| | Two languages available |

## Scanner Océ TDS600  (continued)

| | |
|---|---|
| Image editing | Image align: Horizontal left, middle, right |
| | Image align: Vertical top, centre, bottom |
| | Image shift: horizontal/vertical |
| | Image mirroring |
| Dimensions | 1,314 mm (W) x 583 mm (H) x 1,353 mm (D) |
| Weight | 90 Kg |

## Océ Scan Logic® (optional)

| | |
|---|---|
| Applications | Océ Scan Manager®, integrated scanning solution |
| platform | Océ Power Logic® Controller with embedded Windows XP® |
| Scan destinations | 10 programmable destinations |
| | Scan to controller |
| | Scan to network directory |
| | File Transfer Protocol (FTP) |
| Resolution | 200, 300, 400 dpi |
| Data formats | Tiff (G3, G4, uncompressed, tiled, stripped, raw) with optimization to filesize or quality |
| | CALS type 1 |
| | Optional: Adobe® PostScript® 3™/PDF (G4, uncompressed). 5 additional Japanese fonts for Adobe® PostScript® 3™ are available as an option. |
| Scan modes | Single scan, stream feed productive batch scanning |
| File naming | Automatically generate unique file names for each scan. Determine file name before scanning. |
| Check print | Single / multiple check prints |
| Viewing | View scans at point of scanning |
| Océ Image Logic® | Optimum scan quality with six special original modes. "Right first time" productive scanning for larger volumes. |
| Ease of use | Scan to file from scanner panel, scan directly to destination |
| Options | Océ View Station: Edit and enhancement software |
| | Océ Batch Processor: Automated editing software |

| Océ Matrix Logic® (optional) | |
|---|---|
| Applications | Océ Matrix Logic®, integrated Matrix Copy solution |
| Platform | Océ Power Logic® Controller with embedded Windows XP® |
| Function | Allows you to form in one single operation different copy sets from one set of originals |

| Drivers and job submission software | |
|---|---|
| Océ HDI driver | For AutoCAD® 2000<br>Windows® 95/98/2000, NT 4.0® and XP |
| Océ Windows driver | Windows® 95/98/2000, NT 4.0® and XP |
| PostScript Level 3 drivers | For Windows® 95/98/2000, NT 4.0® and XP<br>Macintosh® OS 7.x/8.x |
| Océ Print Exec® LT | Single seat job submission software for Windows® 95/98/2000, NT 4.0®, XP and Millennium |
| Océ Print Exec® Workgroup | Multi-seat job submission and back channel communication software using standard web browsers: Internet Explorer® 4.02 SP2 or higher and Netscape® 4.08 or higher |
| Océ Repro Desk | A print management solution for the reprographer and their clients. |

| Optional: Océ TDS800 Integrated Folder and reinforcement unit | |
|---|---|
| Folding methods | Standard (DIN), Ericsson, Afnor-like<br>Fan fold or fan fold & cross fold<br>Length: 276 - 310 mm<br>Width: 186 -230 mm<br>Binding strip: 15 -30 mm |
| Paper size | Width: 279 -914 mm<br>Length: 210 -2,500 mm<br>210 - 2,500 mm for fan fold and cross fold at 75 grams, up to 6000 mm fan fold only at 75 grams |
| First fold exit | Extra bin for fanfold |
| Noise level | < 67 dB(A) operating; 0 dB(A) stand-by |

## Optional: Océ TDS800 Integrated Folder and reinforcement unit (continued)

| | |
|---|---|
| Dimensions | 2430 mm (W) x 1560 mm (D) x 1400 mm (H) (excluding reinforcement unit including printer) 2560 mm (W) x 1560 mm (H) x 1400 mm (D) (including reinforcement unit and printer) |
| Weight | 124 kg unpacked excluding reinforcement unit 154 unpacked including reinforcement unit |
| Optionals | Reinforcement unit Punch unit 2 Belt delivery trays for 340 A0 |

## Optional: Océ TDS600 Integrated Folder and reinforcement unit

| | |
|---|---|
| Folding modes | On-line fanfold and crossfold, off-line folding |
| Folding method | Standard (=DIN-like), Ericsson, Afnor-like; Length: 276 -310 mm Width: 186 -230 mm Filing strip: 15 -30 mm |
| Paper size | (75 g/m$^2$), Width: 279 - 914 mm Length: 210 - 6,000 mm fanfold only; 210 - 2,500 mm for fanfold and crossfold |
| First fold exit | Extra bin for fanfold |
| Dimensions | 2,200 mm (W) x 997 mm (H) x 1,260 mm (D) |
| Weight | 220 kg |
| Optionals | Reinforcement unit Belt delivery tray for 100 A0 |

## Optional: Original / Output delivery tray

| | |
|---|---|
| Model | Wheeled delivery tray with blower unit |
| Capacity | Up to 200 prints or originals (media type dependent) |
| Electrical requirements | 100-120 / 200-230V, 0.3A, 50/60Hz |
| Types of media | Plain paper, transparent paper, film, vellum and polyester |
| Dimensions | 1160 mm (W) x 1880-1340 mm (H) x 1020 mm (D) |
| Weight | 44 kg |

| Optional: Delivery Belt Unit | |
|---|---|
| Single belt unit | Delivery belt with offset stacking |
| | Belt capacity: approximately 170 folded A0s at 75 g/m2 |
| Optionals | Second delivery belt |
| | Belt capacity: 170 folded A0s at 75 g/m2 |
| | Punching unit Europe (2 or 4 holes) |
| | Punching unit USA (3 holes) |
| Mains supply | From printer |
| Dimensions | Required floor space: 1730 mm x 1700mm |
| Weight | 125 kg (one belt unit without puncher) |
| | 40 kg (second belt) |
| | 10 kg (puncher) |

# List of available material types and sizes

Océ machines and materials are matched for optimal quality and performance. It is therefore recommended to use only approved Océ materials in the Océ TDS860.
A full list of Océ materials suited for use in the Océ TDS860, including plain paper, transparent paper, colored papers and various polyester films is available from your Océ representative.

**Material types** The following material types are available for the Océ TDS860:

| Overview of print material that can be used | | |
|---|---|---|
| Plain paper | 60 to 110 g/m$^2$ | |
| Transparent paper | 80 to 110 g/m$^2$ | |
| Vellum | 16 - 20 lbs | |
| Polyester film | 3.5 or 4.5 mil | |
| Top label ECF | 60 g/m$^2$ | |
| Special | colored paper, etc. | |
| | Minimum | Maximum |
| Width | 210 mm | 914 mm |
| Length | 279 mm | 15 m |

**Material sizes** The following material sizes are available for the Océ TDS860:

| Overview of material sizes that can be used | | | | | |
|---|---|---|---|---|---|
| Format | Width | Length | Format | Width | Length |
| ISO range | | | ANSI range | | |
| A4 portrait via manual sheet feed | 210 mm | 297 mm | A portrait | 8.5" | 11" |
| A3 | 297 mm | 420 mm | B | 11" | 17" |
| A2 | 420 mm | 594 mm | C | 17" | 22" |
| A1 | 594 mm | 841 mm | D | 22" | 34" |
| A0 | 841 mm | 1,189 mm | E | 34" | 44" |
| | | | | | |
| Format | Width | Length | Format | Width | Length |
| ANSI PLUS range | | | Others | | |
| A+ portrait | 9" | 12" | 30" | 30" | 42" |

| Overview of material sizes that can be used | | | | | |
|---|---|---|---|---|---|
| B+ | 12" | 18" | B1 | 707 mm | 1,000 mm |
| C+ | 18" | 24" | B1+ | 700 mm | 1,000 mm |
| D+ | 24" | 36" | B2 | 500 mm | 707 mm |
| E+ | 36" | 48" | B2+ | 500 mm | 700 mm |

**Attention:** *Avoid storing paper in rooms where temperature and humidity are high. Also, avoid dust and direct sunlight. Wrap unused paper in plastic to prevent it absorbing moisture.*

| Overview of paper series | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Paper series | Formats included | | | | | | | |
| ANSI Mixed | 8.5" - 9" | 11" - 12" | 17" - 18" | 22" | 24" | 30" | 34" | 36" |
| ANSI Small | 8.5" | 11" | 17" | 22" | 24" | 30" | 34" | 36" |
| DIN Carto | A4 | A3 | A2 | B2_700 | A1 | B1_700 | A0 | 36" |
| DIN | A4 | A3 | A2 | B2_707 | A1 | B1_707 | A0 | 36" |

# Reinforcement strips

Information about the different reinforcement strips is available from your Océ representative.

**Attention:** *Only use the original reinforcement strips from Océ to avoid damage to the reinforcement unit.*

# Appendix B
# Safety information

# Instructions for safe use

Océ designed products have been tested in accordance with the strictest international safety standards. To help assure safe working with these products it is important that you observe the following safety rules:

**Maintenance**

- Do not remove any screws from fixed panels.
- Do not carry out maintenance activities except for the parts and maintenance materials mentioned in this manual.
- Do not place any liquids on the machine.
- Use maintenance materials or other materials for their original purpose only. Keep maintenance materials away from children.
- Do not mix cleaning fluids or other substances.
- To avoid the risk of introducing hazards, all modifications to Océ equipment are strictly reserved to properly qualified and trained service technicians.

**Connection**

- Do not move the machine yourself, but contact your Customer Service.
- If for some reason you have to move the machine yourself, please make sure that the mains power point has the right fuse capacity. See the Océ TDS860 Safety Data sheet in this appendix for information about maximum voltage.
- Do not bridge any mechanical or electrical circuit breakers.
- Do not use an extension lead to connect the machine.
- It is recommended to connect only those copy-control products (or other products) which meet the national and international product safety and radio frequency interference standards, and to use an attachment cable as specified by Océ.
- This equipment has not been designed for connection to an IT power system. (An IT power system is a voltage network in which the neutral wire is not connected to earth).
- For equipment connected via a wall socket: locate the machine close to a wall socket that is easily accessible.
- For equipment connected via a fixed connection to the electricity grid: the disconnect device in the fixed connection should be easily accessible.

**Surroundings**

- Do not block the ventilation openings of the machine.
- Ensure that the machine is placed on a level, horizontal surface of sufficient strength. See the Océ TDS860 Safety Data sheet in this appendix for information regarding the weight of the equipment.
- Ensure there is sufficient space around the machine. This facilitates reloading materials as well as maintenance.
- Do not place the machine in rooms which are subject to excessive vibration.
- Do not place the machine in rooms which are too small or insufficiently ventilated. See the Océ TDS860 safety data sheet in this appendix for information about space and ventilation requirements.

**General**

- Always use materials recommended by Océ and developed for this Océ machine. Materials not approved by Océ may result in faults in your machine.
- Do not use the machine when it is emitting unusual sounds. Remove the plug from the power socket or switch off the fixed connection to the electricity grid and contact Customer Service.

**Note:** *This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures*

# Safety data sheets

The disclaimer below is valid for all safety data sheets in this manual. For questions about Océ products regarding health, safety and environment, please contact your Océ organisation; you can find the address in the last appendix of this manual.

**Disclaimer**  The safety data sheets in this manual have been compiled to the best of our knowledge as a compact guide to safe handling of this product. We reserve the right to revise safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of this information for the adoption of safety precautions as may be necessary, and to contact the company to make sure that this sheet is the latest one issued. If and in so far as limitation of liability is permitted under the applicable laws, we do not accept liability for any inaccuracy that may occur in this information.

# Safety data sheet Océ TDS860 printer

**océ**

| | |
|---|---|
| **Number** | E-787-a-US |
| **Date** | November 2004 |

| | |
|---|---|
| **Model** | **Océ TDS860 printer engine** |
| **Description** | Electrophotographic printer, console model, plain paper, organic photoconductive drum, powder toner. |
| **Max. printing speed** | 13 m/min |

| **Dimensions** | **Width** | 1720 mm |
|---|---|---|
| | **Depth** | 1146 mm |
| | **Height** | 1400 mm |
| **Weight** | | 939 kg |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Voltage** | 240 V | 240 V 3φ | 208 V 3φ | 220 V 3φ | 380 V 3φN | 415 V 3φN |
| **Frequency** | 60 Hz | 60 Hz | 60 Hz | 60 Hz | 60 Hz | 60 Hz |
| **Current-rated** | 21 A | 15/12/9 A | 17/12/12 A | 17/12/11 A | 11/6/6 A | 11/6/6 A |

| | |
|---|---|
| **Power consumption, low power** | 495 W |
| **Power consumption, stand by** | 820 W |
| **Power consumption, operation** | 4000 W |
| **EPA ENERGY STAR®** | |
| **\* Power consumption** sleep mode | 95 W (with controller and CRT) |
| **Mains connection** | Cables with plug |
| **Safety class** | I (IEC 536) Protective earth connection |
| **Protection class** | IP 20 (IEC 529) |

| | Standby | In operation |
|---|---|---|
| **Sound pressure level** (at bystander position) | $L_{pA}$ = 49 dB(A) | $L_{pA}$ = 61 dB(A) |
| **Sound power level** | $L_{WA}$ = 64 dB(A) | $L_{WA}$ = 76 dB(A) |
| **Radio interference** | Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A. | |
| **Radiation** | Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH) | |
| **Heat emission** | Standby 820 W; at continuous operation 4,0 kW | |
| **Dust concentration** | 0,06 mg/m$^3$ at continuous operation | |
| **Ozone emission** | 0,02 mg/min at continuous operation | |

| | |
|---|---|
| **Room volume** | Recommendation: min. 75 m$^3$ |
| **Room ventilation** | Recommendation: min. 37,5 m$^3$/h (natural ventilation) For heat evacuation extra ventilation may be necessary |
| **Use simulation at random operation** | Room volume and ventilation as recommended? |

| | | | | |
|---|---|---|---|---|
| | Daily copy volume (much more than average) | 1200 m$^2$ | | |
| | Total worktime | 8 h | | |
| | Ozone concentrations: | | | |
| | - Time weighted average | < 0,001 mg/m$^3$ | (< 0,0005 | ppm) |
| | - Peak | 0,0015 mg/m$^3$ | ( 0,0008 | ppm) |
| | *Threshold Limit Value/Occupational Exposure Limit?* | | | |
| | *(Time Weighted Average) for ozone* | 0,2 mg/m$^3$ | (0,1 | ppm) |
| | *Odour Perception Limit for ozone* | 0,04 mg/m$^3$ | (0,02 | ppm) |

| | |
|---|---|
| **Consumables** | Océ OPC-Drum (Océ Safety Data Sheet E-259) Océ E1 Toner (Océ Safety Data Sheet E-198) Océ Copying Materials |
| **Additional safety information** | The ozone filter does not have to be replaced to keep the ozone concentration in the workplace below 0,04 mg/m$^3$ (i.e. the life of the filter equals that of the apparatus). |

Listed according to standard UL 60950-1 and CAN/CSA-C22.2 NO. 60950-1-03          EPA ENERGY STAR®

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*energy* ★

**Note:** *The content of this safety data sheet is subject to the disclaimer of liability on page 312 of this manual.*

# Safety data sheet Océ TDS800 scanner

**PRODUCT SAFETY DATA SHEET**

**Océ North America, Inc.**

**Number**     E-729-b-US
**Date**       November 2004

| Model | Océ TDS800 Scanner | |
|---|---|---|
| **Description** | Freestanding scanner, maximum original size 1036 mm x 6000 mm | |
| **Max. process speed** | 10 m/min | |
| **Dimensions**    **Width** | 1320   mm | |
|           **Depth** | 640   mm | |
|           **Height** | 1235   mm | |
| **Weight** | 147   kg | |
| **Voltage** | 120   V | 230   V |
| **Frequency** | 60   Hz | 60   Hz |
| **Current-rated** | 2   A | 1   A |
| **Power consumption,stand by** | 165   W | |
| **Power consumption, operation** | 180   W at continuous operation | |
| **EPA** ENERGY STAR ® | | |
| **\* Power consumption** low power | 7   W | |
| **Mains connection** | Cable with plug | |
| **Safety class** | I          (IEC 536) Protective earth connection | |
| **Protection class** | IP 20      (IEC 529) | |
| **Sound pressure level** (at operator position) | **Standby** $L_{pA}$ = 43 dB(A) | **In operation** $L_{pA}$ = 53 dB(A) |
| **Sound power level** | $L_{WA}$ = 56 dB(A)              $L_{WA}$ = 68 dB(A) | |
| **Radio interference** | Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A. | |
| **Radiation** | Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH) | |
| **Heat emission** | Standby 165 W; at continuous operation 180 W | |
| **Ozone emission** | Not applicable | |
| **Room volume** | No special requirements | |
| **Room ventilation** | | |
| **Consumables** | Not applicable | |
| **Additional safety information** | None | |

Listed according to standard UL 60950-1 and CAN/CSA-C22.2 NO. 60950-1-03      EPA ENERGY STAR ®

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**Note:** *The content of this safety data sheet is subject to the disclaimer of liability on page 312 of this manual.*

# Safety data sheet Océ TDS600 scanner

**PRODUCT SAFETY DATA SHEET**

**Océ North America, Inc.**

**oce**

**Number** E-731-b-US
**Date** November 2004

| Model | Océ TDS600 Scanner | | |
|---|---|---|---|
| **Description**<br>**Max. process speed** | Freestanding wide format scanner<br>5 m/min | | |
| **Dimensions** **Width**<br>**Depth**<br>**Height**<br>**Weight** | 1314 mm<br>583 mm<br>1353 mm<br>90 kg | | |
| **Voltage**<br>**Frequency**<br>**Current-rated**<br>**Power consumption, operation**<br>**Power consumption, stand by**<br>**EPA** ENERGY STAR ®<br>**\* Power consumption** low power<br>**Mains connection**<br>**Safety class**<br>**Protection class** | 120 V<br>60 Hz<br>2 A<br>110 W at continuous operation<br>97 W<br><br>7 W<br>Cable with plug<br>I (IEC 536) Protective earth connection<br>IP 20 (IEC 529) | 230 V<br>60 Hz<br>1 A | |
| **Sound pressure level**<br>**(at operator position)**<br>**Sound power level**<br>**Radio interference**<br>**Radiation**<br>**Heat emission**<br>**Ozone emission** | **Standby**<br>$L_{pA} = 24$ dB(A)<br><br>$L_{WA} = 40$ dB(A)<br>Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A<br>Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)<br>Standby 97 W; at continuous operation 110 W<br>Not applicable | **In operation**<br>$L_{pA} = 56$ dB(A)<br><br>$L_{WA} = 65$ dB(A) | |
| **Room volume**<br>**Room ventilation** | No special requirements | | |
| **Consumables** | Not applicable | | |
| **Additional safety information** | None | | |

Listed according to standard UL 60950-1 and CAN/CSA-C22.2 NO. 60950-1-03

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**Note:** *The contents of this safety data sheet are subject to the disclaimer on* page 312 *of this manual*

# EPA ENERGY STAR®

**Introduction**

Océ-Technologies B.V. has joined the ENERGY STAR® Program of the United States Environmental Protection Agency (EPA). The purpose of the ENERGY STAR® Program is to promote the manufacturing and marketing of energy-efficient equipment, thereby potentially reducing combustion-related pollution. Using the energy management features outlined below prevents unnecessary power consumption, which helps to prevent air pollution from electricity generating plants and saves money on your utility bills.

As an ENERGY STAR® Partner, Océ-Technologies B.V. has determined that the below-mentioned configurations of the Océ TDS860 meet the ENERGY STAR® requirements for energy efficiency:

■ Océ TDS860 Printer,
■ Océ TDS800 Scanner,
■ Océ TDS600 Scanner,
■ Océ TDS860 Multifunctional Digital System.

The Océ TDS860 Multifunctional Digital System consists of an Océ TDS800 Scanner or an Océ TDS600 scanner and an Océ TDS860 Printer including controller and monitor.

**Features**

The ENERGY STAR® Criteria involve following features.

■ low power mode
The Océ TDS860 Printer, the Océ TDS800 Scanner or the Océ TDS600 scanner and the Océ TDS860 Multifunctional Digital System enter the low power mode automatically 15 minutes after completion of the last job. The Key Operator can adjust the low power mode default time between 15 and 240 minutes.
■ sleep mode
The Océ TDS860 Printer and the Océ TDS860 Multifunctional Digital System enter the sleep mode automatically 90 minutes after completion of the last job. The Key Operator can adjust the sleep mode default time between 15 and 240 minutes.

During the sleep mode of the Océ TDS860 the controller remains in operation.

It is suggested to determine the appropriate default times for your work pattern by changing the setting in steps of 30 minutes and testing each setting for at least a week.

Only if this limit of 240 minutes still causes sizable inconvenience, due to your particular work pattern, the key operator can disable the sleep mode.

**Power consumption data**
The controller in below-mentioned products is a functionally integrated computer.

| Power data | | | |
|---|---|---|---|
| | Low Power mode (Watts) | Low Power recovery time (seconds) | Sleep Mode (Watts) |
| Océ TDS860 Printer | 580 | 35 | 95 |
| Océ TDS800 Scanner | 7 | N.A. | N.A. |
| Océ TDS600 Scanner | 7 | N.A. | N.A. |
| Océ TDS860 MDS [1] | 742 | 35 | 102 |

**Note:** [1] *MDS = Multifunctional Digital System, consisting of printer, scanner, controller and monitor.*



ENERGY STAR® is a U.S. registered mark.

# Appendix C
# Miscellaneous

# Notation conventions

There are a number of notation conventions used in this manual. This consistent style enables you to quickly become conversant with the use of this manual and consequently the Océ TDS860.

**Description**  Each section or subsection contains a description of the feature or operation identified in the title. It might also include possible applications, as well as any guidelines that you should bear in mind.

**Procedures**  A description is followed by a procedure. A procedure always begins with a phrase which briefly describes the procedure, followed by a series of numbered steps that take you, step by step, through all phases of performing the operation.

**Figures and tables**  Figures and tables are titled and numbered sequentially throughout this manual. Figures include pictures of product components, screenshots, examples, and diagrams of concepts discussed in the description.

**Attention getters**  There are several types of information to which we draw your attention. This information is classified as follows:

**Note:** *In a 'Note', information is given about matters that ensure the proper functioning of the machine or application, but useful advice concerning its operation may also be given.*

**Attention:** *The information that follows 'Attention' is given to prevent something (your copy or original, the copier or printer, data files etc.) from being damaged.*

**Caution:** *The information that follows 'Caution' is given to prevent you from suffering personal injury.*

# Reader's comment sheet

Have you found this manual to be accurate?
- ❏  Yes
- ❏  No

Could you operate the product after reading this manual?
- ❏  Yes
- ❏  No

Does this manual provide enough background information?
- ❏  Yes
- ❏  No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?
- ❏  Yes
- ❏  No

Could you find the information you were looking for?
- ❏  Always
- ❏  Most of the times
- ❏  Sometimes
- ❏  Not at all

What did you use to find the required information?
- ❏  Table of contents
- ❏  Index

Are you satisfied with this manual?
- ❏  Yes
- ❏  No

Thank you for evaluating this manual.
If you have other comments or concerns, please explain or suggest improvements on the back of this sheet or on a separate sheet.

**Comments:**

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**Date:**

This reader's comment sheet is completed by:
*(If you prefer to remain unknown, please fill in your occupation)*

**Name**:

**Occupation:**

**Company:**

**Phone:**

**Address:**

**City:**

**Country:**

Please return this sheet to:

Océ-Technologies B.V.
For the attention of ITC User Documentation.
P.O. Box 101,
5900 MA Venlo
The Netherlands

Send comments by E-mail to : itc-userdoc@oce.nl

For the addresses of local Océ organizations, see: www.oce.com

# Addresses of Océ organizations

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Océ-Österreich GmbH
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1233 Vienna
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Océ-Belgium N.V./S.A.
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